

## CHAPTER 1. GENERAL INFORMATION

### SECTION 1. GENERAL

1. PURPOSE. This order provides information, guidance, and direction for designated pilot examiners, pilot proficiency examiners, and airman certification representatives who provide airman certification services and/or pilot proficiency checks in accordance with Title 14 of the Code of Federal Regulations (14 CFR) parts 61 and 141.

3. DISTRIBUTION. This order is distributed to all addressees on special mailing list ZVS-871 and to International Field Offices.

5. CANCELLATION. Order 8710.3B, Pilot Examiner's Handbook, dated September 28, 1994, is canceled.

7. EXPLANATION OF CHANGES. This revision reflects policy and procedural changes in the designated examiner program. It addresses examiner application and qualification procedures in conjunction with the National Examiner Board (NEB). It also provides new guidance for training center evaluators (TCE). The previous guidance regarding the pilot examiner-simulator only designation has been deleted. Information regarding designation for simulators only is now contained under TCE guidance in chapter 14. This revision aligns the guidance in this handbook with correlated information in Federal Aviation Administration (FAA) Order 8700.1, General Aviation Operations Inspector's Handbook.

9. DEFINITIONS. The following terms, as used in this order, are defined as shown.

A. Designated Pilot Examiner. A designated pilot examiner (DPE) is a designated representative of the Administrator who is authorized by Title 49 of the United States Code (49 USC) section 44702 to perform the tasks described in 14 CFR part 183, section 183.23.

B. National Designated Pilot Examiner Registry (NDPER) Examiner. An NDPER examiner is a pilot examiner who is authorized to conduct airman certification and proficiency practical tests in vintage airplanes in accordance with the provisions of the NDPER Program.

C. High Activity Examiner. A high activity examiner is a pilot examiner who conducts at least 50 practical tests (aircraft or simulator) in a given quarter.

D. Standard U.S. Airman Certificate. A standard U.S. airman certificate is a pilot certificate that is issued to an applicant

who has met all of the applicable requirements of part 61 for the certificate and/or rating sought.

E. Restricted U.S. Airman Certificate. A restricted U. S. airman certificate is a pilot certificate that is issued to an applicant on the basis of the applicant's foreign pilot license under the provisions of section 61.75.

11. HANDBOOK FORMAT. This handbook contains both directive and guidance information.

A. Directive Information. The directive information contained in this handbook is mandatory. Directive information uses terms such as "shall" and "must" and indicates actions that are imperative. The terms "shall not" or "must not" signify actions that are prohibited. These terms allow the examiner no flexibility or discretionary latitude. The examiner shall follow directive guidance unless a deviation is approved by the designating Flight Standards District Office (FSDO).

B. Guidance Information. Guidance information contains terms such as "should," "may," or "need not." These terms indicate actions that are permissible but not mandatory. Guidance information allows the examiner flexibility.

C. Chapter Content. Chapter 1 in this handbook contains introductory, general, and administrative information. Each succeeding chapter is divided into two sections, background and procedures.

(1) Section 1 (background) contains general information and current policy regarding the task that the chapter addresses.

(2) Section 2 (procedures) contains prerequisites, references, forms, figures, and an outline of the steps that should be taken by the examiner to perform the task.

## SECTION 2. PROGRAM STRUCTURE

1. OBJECTIVE. The objective of the pilot examiner program is to provide prompt practical testing to applicants for airman certificates at locations which will minimize travel by the applicants. The FAA designates examiners to provide this service.

A. Authority to Designate. The FAA designates examiners under the authority of 49 USC section 44702, as implemented by 14 CFR section 183.23. Designated examiners are not employees of the FAA. Designees serve without pay from the Government but may charge

applicants reasonable fees for the examiner's time and skill in conducting practical tests and completing the attendant reports.

B. Need for Service. The demand for practical tests at a specific location determines if the designation of an examiner is justified.

3. EXAMINER PRIVILEGES. A DPE is authorized to perform the following certification actions and responsibilities.

A. Certification Practical Tests. A DPE accepts applications and conducts practical tests leading to the issuance of pilot and flight instructor certificates and/or ratings in the types of aircraft appropriate to the certificates and letter of authorization (LOA) held by the examiner.

B. Temporary Certificates. A DPE issues temporary pilot/flight instructor certificates to applicants whom the examiner has tested and found qualified for a certificate or rating.

C. Notices of Disapproval of Application. A DPE issues notices of disapproval to applicants whose performance, during practical tests conducted by that examiner, did not meet the applicable practical test standards for a certificate or rating.

D. Letters of Discontinuance. A DPE issues a letter of discontinuance when a practical test is terminated for reasons other than unsatisfactory performance such as unforecast weather, the applicant or examiner becoming incapacitated during the practical test, aircraft mechanical difficulties after the test has begun, or other unforeseen situations.

E. Student Pilot Certificates. A DPE accepts applications for student pilot certificates and issues the certificates.

F. Proficiency Checks. A DPE may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct certification practical tests. Except for NDPER examiners, this privilege is limited to the designating FSDO's geographical area. NDPER examiners are not limited to the FSDO's geographical area for certification practical test or pilot proficiency check privileges.

G. Type Ratings. An examiner who is authorized to conduct type rating practical tests may conduct additional rating practical tests for those type ratings authorized at all certificate levels.

H. Fees. A DPE may charge each applicant a reasonable fee for services. The DPE ensures that the amount of the fee, and the effect of passing or failing a practical test on that fee, is

clearly understood by the applicant before the examiner accepts an application.

5. TYPES OF DESIGNATION. Pilot examiners are designated for specific testing functions. Examiners may perform only the functions authorized by their designations. Pilot examiner designations have been aligned to conform with part 61 certificates and ratings. Except for those examiners designated before January 28, 1978, all pilot examiners conducting commercial pilot practical tests in airplanes must hold a commercial and instrument rating examiner designation. Currently, there are no provisions for commercial pilot examiner designations limited to visual flight rules (VFR) operations in airplanes. The following pilot examiner designations are issued.

A. Private Pilot Examiner (PE). A PE conducts private and recreational pilot certification tests and additional aircraft rating tests as specifically authorized.

B. Commercial and Instrument Rating Examiner (CIRE). A CIRE conducts commercial pilot certification tests, instrument rating practical tests, and additional aircraft rating tests as specifically authorized.

C. Commercial Pilot Examiner (CE). A CE conducts commercial pilot certification tests in rotorcraft, gliders, and/or lighter-than-air aircraft, and additional ratings as specifically authorized.

D. Airline Transport Pilot Examiner (ATPE). An ATPE conducts airline transport pilot (ATP) practical tests for the original issuance of an ATP certificate and additional ratings as specifically authorized. ATPE's must hold category and class, and, if appropriate, type ratings on their pilot certificates pertinent to the tests to be conducted.

(1) ATPE's are not authorized to conduct instrument rating practical tests unless they hold a CIRE designation for the category and class of aircraft pertinent to the tests to be conducted.

(2) ATPE's are authorized to conduct ATP certification practical tests in single-engine aircraft if they hold such class and category ratings on their ATP certificates, unless their designations are limited in writing.

(3) Any applicable limitations, such as "AIRLINE TRANSPORT PILOT EXAMINER - AIRPLANE (CE 500 ONLY)," will be placed on the examiner's Certificate of Authority and LOA.

E. Flight Instructor Examiner (FIE). An FIE, as authorized by the designating FSDO, conducts practical tests for the original issuance, renewal, and reinstatement of flight instructor certificates and ratings. An FIE is authorized to issue flight instructor renewals or reinstatements on the basis of practical tests only.

F. NDPER Examiner. An NDPER examiner conducts certification practical tests and proficiency tests in vintage/surplus military airplanes that are identified and listed as vintage airplanes under the NDPER Program.

G. Proficiency Pilot Examiner (PPE). A PPE conducts the pilot-in-command (PIC) proficiency checks required by section 61.58 for airmen who act as PIC of aircraft that require two or more pilots and are operated under OTHER than 14 CFR parts 121, 125, 127, or 135. A PPE does not conduct certification practical tests.

H. Airman Certification Representative (ACR). An ACR accepts applications for airman certificates and/or ratings from the graduates of a pilot school that holds appropriate examining authority under part 141. An ACR employed solely by a flight instructor refresher clinic (FIRC) reviews applicants' attendance/training records and determines applicants' eligibility for the renewal of a valid flight instructor certificate.

(1) An ACR does NOT conduct any written or practical tests in connection with ACR duties.

(2) A DPE may perform ACR duties and responsibilities without additional authorization.

I. Military Competency/Foreign Pilot Examiner (MC/FPE). An MC/FPE issues private pilot and commercial pilot certificates on the basis of military competency and/or foreign pilot licenses. The MC/FPE reviews applicant records, verifies computer test reports for the Military Competence and/or Foreign Pilot Instrument knowledge tests, and issues temporary certificates to qualified applicants as specifically authorized. The MC/FPE may issue/upgrade pilot certificates bearing type ratings based on military competence.

J. Training Center Evaluator (TCE). A TCE conducts certification practical tests, proficiency checks, Category II and III authorizations, and competency checks in an aircraft, a simulator, or both, as authorized. The TCE performs authorized functions in conjunction with a training center under the provisions of 14 CFR part 142.

### SECTION 3. PROGRAM OPERATION

1. GEOGRAPHIC DISTRIBUTION. The FAA will ensure optimum geographic distribution of DPE's and designate sufficient examiners to serve the public's needs adequately. Designations in excess of this requirement will not be made and, if found existent, will be canceled in accordance with FAA guidelines.

3. GEOGRAPHIC LIMITS OF AUTHORITY. Except for DPE's on approved itineraries, NDPER examiners, and PPE's, all tests conducted by an examiner must originate within the FSDO's geographical area. A DPE's authorization is limited to the designating FSDO's geographical area of responsibility UNLESS prior coordination and approval to originate tests outside that area is obtained from the FSDO. If such authorization is granted, the designating FSDO will coordinate with the district office in whose area the practical tests are to be given and advise the DPE which FSDO will process the certification file. The address of the applicant for a practical test has no bearing on the issue as long as the test originates in the area specified by the examiner's Certificate of Authority.

A. NDPER Examiners. NDPER examiners are authorized to accept applications for practical tests to be conducted in vintage aircraft without regard to FSDO or regional boundaries. An NDPER examiner may conduct practical tests in any of the vintage aircraft within the aircraft grouping stated on the examiner's NDPER LOA. NDPER examiners are responsible for all travel arrangements associated with the conduct of a practical test to be conducted in a vintage airplane. This provision applies ONLY to certification activities conducted under the provisions of the NDPER Program. The examiner's activities for all other DPE authorizations are bound by the geographical area of the designating FSDO.

B. PPE's. A PPE's testing privileges are not limited to the designating FSDO's geographical area of responsibility.

C. PPE Privileges for DPE's. A DPE may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct certification practical tests. This privilege is automatically conveyed with the DPE designation and need not be shown on the Certificate of Authority issued to the DPE; however, except for NDPER examiners, PPE privileges conveyed to a DPE ARE LIMITED to the designating FSDO's geographical area of responsibility.

(1) If a DPE needs PPE privileges for a more extensive area, the examiner should request a separate PPE designation from the FSDO.

(2) If an examiner holds BOTH DPE and PPE Certificates of Authority, the DPE authorization is limited to the FSDO's

geographic area or responsibility. The PPE authorization is not limited to the FSDO's geographical area.

(3) In all cases, regular DPE testing privileges are limited to the area specified by the examiner's Certificate of Authority unless otherwise approved and coordinated by the designating FSDO.

D. Authorization to Serve More Than One Area Concurrently. A DPE may be authorized to serve more than one FSDO concurrently. If a DPE is authorized to serve more than one FSDO, the examiner's Certificate of Authority must bear the name of each FSDO in whose area the examiner is authorized to test. A DPE's certification files will not be accepted by an FSDO not listed on the examiner's Certificate of Authority.

(1) When a DPE is authorized to serve more than one FSDO, the examiner must send the certification files to the FSDO in whose area the tests originated.

(2) The FSDO which holds the examiner's designation file will supervise the DPE's activity and renewal process and arrange for the endorsement of the other FSDO's listed on the examiner's Certificate of Authority.

(3) When a DPE is authorized to conduct tests originating OUTSIDE the area specified on the examiner's Certificate of Authority under the provisions of an itinerary approved by the designating FSDO, the examiner must send certification files resulting from that itinerary to the designating FSDO.

E. Relocation. If a DPE relocates to an area where the examiner does not hold an authorization, the examiner's designation is void and will be canceled by the issuing FSDO. The DPE must surrender the examiner's Certificate of Authority to the designating FSDO. A new Certificate of Authority will be issued by the FSDO which serves the examiner's new location if that FSDO wishes to retain the examiner's services. This issuance depends solely on the need for the DPE's services at the new location.

(1) If the relocating DPE holds a current designation, the DPE's application for initial designation at the new FSDO is processed by the new jurisdictional FSDO. It is not sent to the NEB.

(2) If a relocating DPE does not hold a current designation, the examiner's application for reinstatement at the new jurisdictional FSDO must be sent to the NEB and processed as an initial application.

5. DESIGNATION OUTSIDE THE U.S. An examiner may be designated to serve outside the U.S., provided that the examiner serves U.S.

citizens abroad or operators of U.S. registered aircraft and the examiner's activities can be supervised by an appropriate FAA office. An examiner who is designated to serve outside the U.S. or its possessions need not be a U.S. citizen. Tests conducted by an examiner designated to serve outside the U.S. must be originated within the geographical area specified on the examiner's Certificate of Authority. If the examiner wishes to originate tests outside that area, prior coordination and approval from the designating FAA office is required.

7. EXAMINER CURRENCY AND AVIATION SAFETY PROGRAM SUPPORT. Examiners are responsible for maintaining personal flight proficiency and currency at all times. The FAA strongly encourages examiners to attend and take part in FAA Aviation Safety Program seminars and events. The FAA values the participation of DPE's as counselors in the Aviation Safety Program and urges all examiners to support FAA Aviation Safety Program activities.

#### SECTION 4. PROGRAM ADMINISTRATION

1. SUPERVISION. The General Aviation and Commercial Division, AFS-800, at FAA headquarters in Washington, DC is responsible for the development of national policy regarding pilot examiners and the overall supervision and evaluation of the pilot examiner program.

A. Region. The regional Flight Standards division manager is responsible for the examiner program within that region. The region ensures that FSDO's conform to national policy with respect to examiner designation, geographic coverage, and other matters. The region reviews FSDO surveillance policies and activities and evaluates FSDO administration of the pilot examiner program.

(1) The NDPER Program is facilitated by the Experimental Aircraft Association (EAA) with FAA administrative oversight.

(2) The Great Lakes Region Flight Standards Division, Technical Programs Branch, AGL-230, has sole responsibility and oversight authority for NDPER examiners regarding the privileges on each examiner's letter of authorization for vintage aircraft.

(a) AGL-230 issues the examiner's letter of authorization for vintage aircraft, stating the aircraft grouping in which the examiner is authorized to conduct practical tests. NDPER examiners may accept applications for practical tests in any of the vintage aircraft within that stated grouping. Vintage/surplus military aircraft are those aircraft which are operated solely under 14 CFR part 91 and for which the FAA does not have sufficient qualified



inspector staff to conduct either the initial qualification or proficiency tests required under the regulations.

(b) The NDPER Program does not preclude or limit the region/FSDO from authorizing other DPE's and/or inspectors, if qualified, to conduct practical tests and proficiency checks in vintage aircraft.

(c) NDPER examiners conducting functions as a DPE operate under the authority of the region/FSDO that holds that examiner's certificate of authority. However, when conducting functions as an NDPER examiner in vintage aircraft, the examiner operates solely under the direction and authority of AGL-230.

(d) AGL-230 is responsible for each NDPER examiner's activities relating to vintage aircraft, including renewal and certification pertaining to vintage aircraft.

(e) AGL-230 provides timely coordination with the FSDO in whose area an NDPER examiner conducts practical tests in vintage aircraft.

B. FSDO. A pilot examiner operates under the direct supervision of the FSDO that holds the examiner's designation file. The FSDO issues and maintains the DPE's certificate of authority and letter of authorization for all aircraft other than vintage aircraft.

(1) The FSDO will hold at least one DPE meeting every year to review problem areas, examiner performance standards, and procedures. Attendance at this annual meeting is mandatory for examiners and will be recorded in the examiner's file.

(2) All inquiries or other communications from examiners should be directed to the supervising FSDO. The FSDO will forward an examiner's request for a policy change, interpretation, or other concern which may impact the examiner program to the appropriate regional office.

(3) FSDO inspectors who supervise examiners welcome the opportunity to discuss procedures and standards with DPE's. Inspectors will fly with examiners on request to resolve questions on techniques, procedures, and standards. Examiners should avail themselves of the opportunity to forge a strong working relationship with FSDO inspectors and keep themselves informed of new developments or changes.

(4) New examiners who have not completed the pilot examiner standardization course may anticipate increased supervision from an inspector. An inspector will assist the examiner in developing evaluation skills and knowledge of practical testing of applicants.

C. Review of Applicants. Any applicant recommended by an examiner for a certificate or rating may be requested to appear for a recheck by an inspector before a permanent airman certificate is issued to the airman. Inspectors will avoid requiring an arbitrary recheck or an inordinate number of rechecks because of the economic hardship placed on applicants. Rechecks will be requested only on the basis of facts that clearly support the need for the recheck.

D. Examiner Recheck. If the performance of a pilot who has been certificated by a pilot examiner is found unsatisfactory because of an accident, incident, or other significant event; or, if other evidence reveals a deficient performance by an examiner, a flight check of that examiner may be required by an inspector.

3. DESIGNATION NUMBERING. A system of designation numbers will be used to identify the region and FSDO where the examiner is designated. For example, SO-05-1395 would signify region (Southern), FSDO number (05), and examiner number (1395).

5. EXAMINER RECORDS. The FSDO maintains a file for each examiner under its jurisdiction. The file may contain paper copies of some items. Other records or information may be accessed through an electronic file.

A. Electronic File. The following data may be maintained in an electronic file:

- (1) records of satisfactory completion (or failure to accomplish satisfactory completion) of initial and recurrent pilot examiner standardization courses;

- (2) a record of attendance at the annual FSDO examiner meeting;

- (3) records of examiner surveillance/inspections; and

- (4) the examiner's testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the Airmen Certification Branch, AFS-760.

B. Paper Copies. The following records will be kept in paper copies:

- (1) a copy of the examiner's FAA Form 8430-9, Certificate of Authority, showing the geographic area(s) of activity authorized;

- (2) a copy of the examiner's FAA Form 8000-5, Certificate of Designation;

(3) copies of AC Form 8060-31, Airmen Records Correction Notice, received by the FSDO for the examiner for the most recent 12-month period;

(4) copies of the examiner's valid airman medical certificate (if required) and current flight instructor certificate or a current computer printout verifying that data;

(5) copies of the examiner's initial FAA Form 8710-9, Designated Examiner Application/Qualification Record, the examiner's most recent FAA Form 8710-9 submitted for designation renewal; and

(6) copies of all correspondence from the public regarding the examiner.

C. Examiner Access to File. On request, an examiner may review the examiner's file maintained by the FSDO.

7. DELEGATION/RECISION OF AN EXAMINER AUTHORIZATION. The Administrator is empowered by 49 USC 44702(d) to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under this section and FAA directives, the Administrator may rescind any such delegation at any time for any reason deemed appropriate. Also, the Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

A. Proposed Termination or Nonrenewal. The FSDO should provide the examiner with notice and an opportunity to respond to a proposed action to terminate or not renew a designation. The provisions of 14 CFR part 183, sections 183.15(b) and (d) contain the general conditions under which designations are terminated.

B. Notification. The designee should be notified in writing of the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable regulations and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited may be supported by documented surveillance or the results of other investigations; however, supporting documents will not be included with the notification to the examiner.

C. Option to Respond. The written notification should give the designee the option to respond in writing or in person. The designee may elect to be accompanied by counsel if responding in person. A record may be made of any meeting held.

(1) The record of any meeting with the examiner may be in the form of notes taken by a secretary during the meeting, a summary written by the FSDO staff after the meeting, or another method.

(2) A copy of the record should be sent to the examiner by the supervising FSDO. The examiner may submit comments or propose corrections to the record.

D. FSDO Manager's Decision. The FSDO manager's decision regarding the termination or nonrenewal of a designation should be provided to the examiner in writing. The written notification to the examiner should indicate the reasons for the termination or nonrenewal. The examiner may request a review of the matter by the regional Flight Standards division manager. If the examiner wishes to have the regional Flight Standards division manager review the matter, the examiner must make the request for the review in writing or in person within 10 days of receipt of the written notification of the FSDO manager's decision.

E. Division Manager's Decision. If the examiner requests a review by the regional Flight Standards division manager, the examiner should be advised that the division manager's decision is final. The examiner will be notified of the division manager's decision and the reasons for that decision.

9. TERMINATION. Termination of an examiner's designation for reasons other than insufficient need for the examiner's services or the examiner's inability to meet medical standards will be initiated when other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

A. Reasons for Termination. A designation is terminated by the Administrator for any of the following reasons:

- (1) upon the written request of the examiner;
- (2) when there is no longer a need for the examiner's services;
- (3) upon a finding by the Administrator that the examiner has not properly performed the examiner's duties; or
- (4) for any reason the Administrator considers appropriate.

B. Examples. The following are some examples of not properly performing an examiner's duties:

- (1) unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the supervising FSDO's instructions;

(2) any actions by the examiner that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;

(3) the inability of the examiner to work harmoniously with FSDO personnel or the public;

(4) evidence that the examiner's general and/or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original designation or at any time thereafter;

(5) an examiner's inability to demonstrate satisfactory performance during a knowledge and/or skill evaluation or during an initial or recurrent examiner or job function course; or

(6) an examiner's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

C. Documentation. Deficiencies in an examiner's performance will be documented by the FSDO. The examiner should be notified of these deficiencies and given an opportunity to correct the deficiencies within a 90-day period. The examiner should be advised by the FSDO that continued poor performance constitutes grounds for termination of the examiner's designation.

D. Notice to Cease Testing. The FSDO may issue a written notice directing a pilot examiner to cease immediately all testing activities if the FAA determines that the examiner's actions may be endangering public safety.

E. Voluntary Surrender. An examiner may voluntarily surrender a designation at any time. An examiner wishing to voluntarily surrender a designation should do so in writing to the designating FSDO and return the examiner's Certificate of Authority with the written notification of voluntary surrender. The examiner may retain the Certificate of Designation.

## CHAPTER 2. ACCOMPLISH INITIAL DESIGNATION

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an individual meets the qualifications for designation as a DPE and, if selected as a candidate by the FSDO, complete the procedures required for initial designation. Successful completion of this task results in designation as a pilot examiner.

3. GENERAL. Candidates for designation as a pilot examiner must be highly qualified technically and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All pilot examiners must meet the requirements of sections 61.56 and 61.57, as applicable. Except as specifically noted for NDPER examiners in paragraphs 5 and 7 of this section, all DPE's must meet the requirements of section 61.58, if applicable, and be current and qualified to act as PIC of each aircraft for which authorized throughout the duration of the designation. For designations requiring a medical certificate, the designee must maintain at least a third-class medical certificate throughout the duration of the designation. Any required flight instructor certificate must be kept current for the duration of the designation. A candidate for a rotorcraft/helicopter designation must hold the appropriate category, class, and, if applicable, type ratings. Examiner's authorizations will be issued on the basis of each make and basic model of helicopter, regardless of the aircraft's size and power source.

A. General Criteria. In addition to meeting the preceding technical qualifications, an examiner candidate must:

- (1) be at least 21 years old;
- (2) have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations;
- (3) have a reputation for integrity and dependability in the industry and the community;
- (4) have a history of cooperation with the FAA;
- (5) hold a valid second-class medical certificate FOR INITIAL DESIGNATION, except in the case of a designation limited to examining in free balloons, gliders, or simulators; (no airman medical certificate is required for free balloons or gliders if the candidate certifies that the airman has no known physical defects that would make the airman unable to pilot a free balloon or glider safely), and

(6) be employed as a professional flight instructor, serve in another type of piloting service such as executive or air carrier, or serve as a part 121 or 135 check airman. If the candidate is not employed as a flight instructor, the candidate's employment must include duties primarily devoted to testing airmen or similar evaluation activities.

(7) The candidate must meet all eligibility and experience requirements for the specific designation sought.

(a) An examiner must have at least 5 hours as PIC in each make and model of multiengine aircraft in which the DPE conducts tests.

(b) Glider examiners must show experience and demonstrate skill in motorized self-launch gliders and air and ground launch procedures, or their examining activity will be limited to the particular type of launch demonstrated.

(c) PE's and CE's with lighter-than-air free balloon designations may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner's pilot certificate is restricted to free balloons with airborne heater or gas balloons only, the examiner may conduct practical tests only in that type balloon.

B. Examiner Applications. Applicants should send a completed FAA Form 8710-9, Designated Examiner Application/Qualification Record, to the NEB. The NEB accepts and evaluates applications from persons applying for initial designation under the provisions of this Order. For applicants applying for designation as a PPE, ACR, MC/FPE, TCE, or NDPER examiner, see paragraphs (3) and (4) below. The NEB will advise the applicant by letter whether or not the applicant meets the criteria for the designation sought. If the applicant does not meet the applicable criteria, the NEB will advise the applicant how the deficiency may be corrected. The applicant should retain a copy of all documents submitted to the NEB for the applicant's personal records.

(1) The NEB applies the general qualification requirements, technical requirements, and experience criteria detailed in this Order to determine whether applicants meet FAA requirements for the initial designation sought.

(2) If extenuating circumstances justify the exception, the NEB may approve a DPE applicant who does not meet all of the qualification requirements of this Order for assignment to the national examiner pool. However, a statement explaining the

deficiency and detailing the circumstances which justify approval of the application is made a part of the candidate's file.

(3) Candidates for designation as a PPE, ACR, MC/FPE, or TCE send their completed application forms directly to the designating FSDO for processing. (Candidates holding PPE, ACR, MC/FPE, or TCE designations and/or applying for additional designation as a DPE must submit applications for DPE authorization to the NEB.)

(4) Candidates for designation as an NDPER examiner will be screened by the EAA. NDPER applicants should submit applications directly to the EAA for consideration. The EAA will recommend successful candidates to AGL-230 for selection and appointment.

(5) Applicants for renewal or reinstatement send applications directly to the jurisdictional FSDO; however, a relocating examiner whose designation is not current must apply for reinstatement at the new FSDO through the NEB. The application is processed as though it were an initial application.

C. Initial Screening and Knowledge Test. If the applicant meets the applicable criteria, the NEB will advise the applicant in writing that the application has been accepted and instruct the applicant to apply for a predesignation knowledge test. The applicant should not take the predesignation test until receiving a letter of acceptance from the NEB. Upon receiving a letter of acceptance by the NEB, the applicant should take the appropriate predesignation knowledge test at any FAA computerized testing center. The applicant should request the Pilot Examiner Test - Airplane, Rotorcraft, Glider, or Balloon, appropriate to the designation sought. The cost of the predesignation test is borne by the applicant. The applicant must forward the test results to the NEB within 10 days of the test date. The applicant should retain a copy of the test report for the applicant's personal records.

(1) The applicant must obtain a grade of 80 percent or higher on the predesignation knowledge test in order to continue the application process.

(2) An applicant who fails to obtain a grade of 80 percent or higher on the predesignation knowledge test or chooses to retake the test to obtain a higher score must wait 30 days from the date of taking the test before taking the test again.

(3) Applicants for designation as a PPE, ACR, MC/FPE, or TCE are not required to take the predesignation knowledge test.

D. National Candidate Pool. The NEB maintains a national examiner candidate pool which contains the application files of examiner applicants who meet the requirements for the designation sought.



Applicants who are approved for assignment to the national examiner candidate pool will be categorized by the geographical area(s) which the applicant can serve and by the type(s) of designation sought. Approved applications are retained in the candidate pool for a period of 24 calendar-months or until the applicant is selected for designation by the FSDO. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process in order to apply for reassignment to the candidate pool.

(1) An applicant who is not approved for assignment to the candidate pool may request a review of the NEB's decision by the Flight Standards appeals board. The decision of the appeals board is final.

(2) At the request of a FSDO which has determined a need for an examiner, the NEB sends the FSDO applicant files for the three most highly qualified candidates, appropriate to the designation needed and the geographic area to be served. The FSDO may decline or accept any candidate referred by the NEB.

(3) DPE applicants need not have a residence within the designating FSDO's geographical area of jurisdiction; however, a DPE applicant must be able to provide examiner service in the FSDO's area in order to be considered for designation by that FSDO.

(4) The approval of the regional Flight Standards division manager is required in order for an FSDO to designate a DPE candidate who does not meet all of the qualification criteria stated in this Order.

E. Practical Test. Each candidate considered for designation by the FSDO must pass a practical evaluation by an FAA inspector before an initial designation is issued. The practical evaluation assists the FAA to determine if the candidate is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which authorization is sought. The FSDO will schedule the practical evaluation upon selecting a candidate for designation.

F. Training. Each candidate must successfully complete the initial pilot examiner standardization course conducted by the Pilot Examiner Standardization Section, AFS-642, in Oklahoma City within 3 calendar-months of initial designation. Examiners who are designated before attending and completing the initial standardization course will be issued an LOA with an expiration date that coincides with the scheduled completion date of the initial standardization course.

(1) In addition to general certification procedures and information pertinent to all designations, examiners may be instructed in procedures relating to all levels of pilot/flight instructor certification and all category and class ratings. Following this training, the candidate/examiner will be administered a comprehensive knowledge examination that may test the candidate/examiner on any or all subjects in which the class was instructed. Some of the test questions may require knowledge beyond that encompassed by the authorizations indicated on an individual candidate/examiner's current or proposed Certificate of Authority or LOA.

(2) Successful completion of the initial standardization course is a prerequisite for designation. If a candidate fails to successfully complete the course, any previously conferred examining authority will be rescinded and the candidate will not be reconsidered for designation as a pilot examiner for at least 12 calendar-months thereafter.

(3) Any examiner who has held an air transportation authorization and has not attended the initial standardization course for general aviation examiners must satisfactorily complete the initial standardization course before exercising any authorization as a general aviation examiner.

(4) Authorization for an examiner to conduct tests prior to completion of the initial standardization course requires the approval of the regional Flight Standards division manager.

(5) Except for MC/FPE applicants, retired FAA operations inspectors must complete the same application procedures for DPE designation as all other applicants. However, a retired FAA inspector applying for designation who, prior to retirement and within 2 years of the date of designation, has satisfactorily completed the initial standardization course conducted by AFS-642 AND HAS RECEIVED A COURSE COMPLETION CERTIFICATE for the course may use that certificate to satisfy the requirement for satisfactory completion of the initial course. A course completion certificate will be given only to those persons who have completed all phases of the training, including classroom exercises and the final written examination. If a retired inspector has satisfactorily completed the initial standardization training course but more than 2 years have passed since the completion date, the inspector must attend, and satisfactorily complete, a recurrent standardization course conducted by AFS-642 in order to meet the requirement for completion of the initial course. See chapter 18 for exceptions to training requirements for MC/FPE examiners.

5. ELIGIBILITY AND EXPERIENCE REQUIREMENTS (EXCEPT TCE, PPE, ACR, AND MC/FPE). To be eligible for selection and designation as a

pilot examiner, a candidate must meet the following requirements, appropriate to the specific designation sought.

A. PE-Airplane. The candidate must have at least:

(1) a commercial pilot certificate with an airplane category rating, appropriate class rating(s), and an instrument rating for airplanes;

(2) a valid flight instructor certificate with an airplane category and appropriate class rating(s);

(3) 2,000 hours as PIC, including 1,000 hours as PIC in airplanes, of which 300 hours were accrued within the past year, and 100 hours as PIC in airplanes at night;

(4) 300 hours as PIC in the class of airplane for which the designation is sought; and

(5) 500 hours as a flight instructor in airplanes, of which 100 hours are in the class of airplane pertinent to the designation sought. (The flight instructor time must have been accrued as a certified flight instructor (CFI) or as a military instructor pilot.)

B. PE-Rotorcraft. The candidate must have at least:

(1) a commercial pilot certificate with a rotorcraft category and appropriate class rating(s);

(2) a valid flight instructor certificate with a rotorcraft category and appropriate class rating(s);

(3) 1,000 hours as PIC, including 500 hours as PIC in rotorcraft, of which 100 hours were accrued within the past year;

(4) 250 hours as PIC in helicopters or 150 hours in gyroplanes, appropriate to the designation sought; and

(5) 200 hours as a flight instructor in rotorcraft (helicopters or gyroplanes, as appropriate).

C. PE-Glider. The candidate must have at least:

(1) a commercial pilot certificate with a glider category rating;

(2) a valid flight instructor certificate with a glider category rating;

(3) 500 hours as PIC, including 200 hours as PIC in gliders, of which 10 hours and 10 flights were accrued within the past year; and

(4) 100 hours as a flight instructor, of which 50 hours are as an instructor in gliders.

D. PE-Airships. The candidate must have at least:

(1) a commercial pilot certificate with a lighter-than-air category rating and an airship class rating;

(2) 1,000 hours as PIC, including 500 as PIC in airships, of which 200 hours were accrued within the past year, and 50 hours as PIC at night; and

(3) 100 hours as a flight instructor in airships.

E. PE-Free Balloons. The candidate must have at least:

(1) a commercial pilot certificate with a lighter-than-air category rating and a free balloon class rating;

(2) 200 hours as PIC, including 100 hours as PIC in free balloons, of which 20 hours and 10 flights that were of at least 30 minutes duration each flight, were accrued within the past year; and

(3) 50 hours as a flight instructor in free balloons, of which 10 hours were accrued within the past year.

F. CIRE-Airplane. The candidate must have at least:

(1) a commercial pilot certificate with an airplane category, appropriate class rating(s), and an instrument rating for airplane;

(2) a valid flight instructor certificate with an airplane category rating, an instrument airplane rating, and appropriate class rating(s);

(3) 2,000 hours as PIC, including 1,000 hours as PIC in airplanes, of which 300 hours were accrued within the past year, and 100 hours as PIC at night;

(4) 500 hours as PIC in the class of airplane for which the designation is sought;

(5) 500 hours as a flight instructor in airplanes, of which 100 hours are in the class of airplane pertinent to the designation

sought; (Instructor time must have been accrued as a CFI or military flight instructor.)

(6) 100 hours of instrument flight time in actual or simulated instrument conditions;

(7) 250 hours of instrument flight instruction, 200 hours of which were given in airplanes;

(8) 200 hours as PIC in complex airplanes; and,

(9) if the designation will include authority to conduct tests in turbine-powered airplanes, 300 hours as PIC in turbine-powered airplanes, including 50 hours as PIC in the type of airplane for which designation is sought. (If authorization for additional types of turbine-powered airplanes is sought, 25 hours PIC is required in each additional type sought.)

G. CIRE-Helicopter. The candidate must have at least:

(1) a commercial pilot certificate with a rotorcraft category rating, a helicopter class rating, and an instrument rating for helicopter;

(2) a valid flight instructor certificate with rotorcraft category rating, a helicopter class rating, and an instrument helicopter rating;

(3) 2,000 hours as PIC, including 500 hours as PIC in rotorcraft, of which 100 hours were accrued within the past year;

(4) 250 hours as PIC in helicopters;

(5) 250 hours as a flight instructor, including 150 hours of flight instruction given in rotorcraft, preparing pilots for a commercial pilot certificate; (Flight instructor time must have been accrued as a CFI or as a military flight instructor.)

(6) 100 hours as an instrument flight instructor, including 50 hours in rotorcraft;

(7) 100 hours of instrument flight time in actual or simulated instrument conditions; and

(8) if the designation will include authority to conduct tests in large helicopters, 100 hours as PIC in large civil or military helicopters, of which 50 hours are in the type of helicopter for which designation is sought. (If authorization for additional types of large helicopters is sought, 25 hours PIC is required in each additional type sought.)

H. CE-Rotorcraft. The candidate must have at least:

- (1) a commercial pilot certificate with a rotorcraft category rating and a helicopter or gyroplane class rating, as applicable;
- (2) a valid flight instructor certificate with a rotorcraft category rating and a helicopter or gyroplane class rating, as appropriate;
- (3) 2,000 hours as PIC, including 500 hours as PIC in rotorcraft, of which 100 hours were accrued within the past year;
- (4) 250 hours as PIC in helicopters or 150 hours as PIC in gyroplanes, as applicable;
- (5) 200 hours as a flight instructor in rotorcraft, including 50 hours preparing pilots for a commercial certificate (instructor time must have been accrued as a CFI or as a military flight instructor); and
- (6) if the designation will include authority to conduct tests in large helicopters, 100 hours as PIC in large civil or military helicopters, including 50 hours in the type of helicopter for which designation is sought. (If authorization for additional types of large helicopters is sought, 25 hours PIC is required in each additional type sought.)

I. CE-Glider. The candidate must have at least:

- (1) a commercial pilot certificate with a glider category rating;
- (2) a valid flight instructor certificate with a glider category rating;
- (3) 500 hours as PIC, of which 250 hours are as PIC in gliders and include 50 flights within the past year; and
- (4) 200 hours as a flight instructor, including 100 hours of flight instruction given in gliders.

J. CE-Airships. The candidate must have at least:

- (1) a commercial pilot certificate with a lighter-than-air category rating and an airship class rating;
- (2) 2,000 hours as PIC, including 250 hours as PIC in airships, of which 100 hours were accrued within the past year, and 50 hours PIC at night; and

(3) have given at least 50 hours of flight instruction in airships.

K. CE-Free Balloons. The candidate must have at least:

(1) a commercial pilot certificate with a lighter-than-air category rating and a free balloon class rating;

(2) 1 year of experience as a commercial balloon pilot, including 200 hours as PIC in free balloons; and

(3) have given at least 50 hours of flight instruction in free balloons.

L. ATPE-Airplane. The candidate must have at least:

(1) an ATP certificate with an airplane category and appropriate class rating(s);

(2) a valid flight instructor certificate with an airplane category rating, appropriate class rating(s), and an instrument rating;

(3) 2,000 hours as PIC in airplanes, of which 300 hours were accrued in the past year, and 150 hours instrument time, including 50 hours in instrument weather conditions;

(4) 250 hours as a flight instructor in airplanes, preparing pilots for an instrument rating, an ATP certificate, or a type rating;

(5) 500 hours as PIC in the class of airplane for which designation is sought; and

(6) if the designation will include authority to conduct tests in turbine-powered and/or large airplanes, 300 hours as PIC in turbine-powered and/or large airplanes, as applicable, including 100 hours as PIC in the type of airplane for which designation is sought. (If authorization for additional types of turbine-powered and/or large airplanes is sought, 25 hours PIC is required in each additional type sought.)

M. ATPE-Helicopter. The candidate must have at least:

(1) an ATP certificate with a rotorcraft category rating and a helicopter class rating;

(2) a valid flight instructor certificate with a rotorcraft category rating, a helicopter class rating, and an instrument rating;

(3) 2,000 hours as PIC, including 1,500 hours as PIC in helicopters, of which 100 hours were accrued in the past year;

(4) 50 hours of instrument flight time in actual or simulated instrument conditions, including 25 hours in helicopters;

(5) 250 hours as a flight instructor in helicopters, preparing pilots for an instrument rating, an ATP certificate, or a type rating; and

(6) if the designation will include authority to conduct tests in turbine-powered and/or large helicopters, 300 hours as PIC in turbine-powered and/or large helicopters, as applicable, including 100 hours in the type of helicopter for which designation is sought. (If authorization for additional types of turbine-powered and/or large helicopters is sought, 25 hours PIC is required in each additional type sought.)

N. FIE. The candidate must:

(1) meet all of the requirements for a CE or CIRE designation, as appropriate, for the category and class of aircraft pertinent to the FIE designation sought; and

(2) have held a CE and/or CIRE designation, as appropriate, for at least 1 year prior to designation as an FIE.

O. NDPER Examiner. The candidate must:

(1) hold and maintain a current FAA certificate of authority as a DPE;

(2) have a recommendation from the EAA;

(3) hold at least one type rating in a vintage aircraft;

(4) have a proven background involving the operation of vintage aircraft; and

(5) be approved by AGL-230.

7. EVALUATION OF COMPETENCY. Except for NDPER examiners, an evaluation of competency as a pilot examiner and an LOA for each specific make and model of multiengine airplane and turbine-powered or large aircraft, or each make and basic model of helicopter, are required for initial authorization to conduct practical tests in these aircraft. The candidate may demonstrate competency in an aircraft or in a Level C or D flight simulator if the simulator used is representative of the aircraft to be authorized by the



candidate's designation. In order to conduct a test in a simulator, the examiner must hold a type rating for the type of aircraft represented by the simulator if the represented aircraft requires a pilot type rating. For initial NDPER authorization, a DPE holding a current authorization need complete only one evaluation of competency in a vintage airplane to show competency for all vintage airplanes authorized. An NDPER examiner must hold a current section 61.58 proficiency check in at least one vintage airplane.

9. EXCEPTIONS. A recommendation for the designation of a candidate who does not meet all of the applicable requirements may be accepted and will be forwarded to the regional Flight Standards division manager for consideration. The recommendation should include a statement of all special circumstances affecting the designation. The division manager's approval is required before any commitment is made or an authorization issued.

11. PRACTICAL TEST. The practical test for initial examiner designations, issuance of additional designations, and renewal of examiner designations must contain both the appropriate oral questioning and flight/simulator performance in accordance with the practical test standards (PTS). A complete preflight briefing must be completed prior to any practical test.

A. Practical Test Roles. In regard to the practical test, the term "candidate" refers to the person seeking the pilot examiner designation, and "applicant" refers to the person applying for an airman certificate or rating. An inspector may act in the role of an applicant for a practical test.

B. Scheduling. Since a candidate's hours may be incompatible with the FAA's normal duty hours, the inspector will make every effort to be flexible when scheduling tests with pilot examiner candidates.

C. Method of Testing. An inspector will choose one of the following methods to test a candidate. The methods are listed in order of preference.

(1) The inspector will observe the examiner candidate testing an actual applicant for a rating or certificate. The inspector will evaluate the candidate's performance while the candidate evaluates the applicant. Any discussion between the candidate and the inspector concerning the candidate's performance with the applicant will be held in private.

(2) The inspector will play the role of an applicant for a certification practical test appropriate to the type of designation the candidate is seeking. The inspector will not respond to the candidate's questions during the oral portion of the practical test

with trick replies. If the inspector answers a question incorrectly to test whether the candidate recognizes an incorrect answer, the incorrect response will be obviously wrong.

(3) The inspector will test the candidate on selected maneuvers in order to assess the candidate's flight proficiency and ability to evaluate an applicant in accordance with the applicable PTS. (This method will only be used if the candidate or examiner has satisfactorily completed the initial pilot examiner standardization course at Oklahoma City.)

#### D. Authority to Issue Documentation after the Practical Test.

(1) In the case of a practical test with an actual applicant and a successful examiner candidate, the candidate does not yet have the authority to issue a certificate to the applicant. However, the inspector may allow the candidate to fill out the appropriate documentation for the applicant while the inspector observes. The inspector will then sign any certificate issued.

(2) In the case of a practical test with an actual applicant and an unsuccessful candidate, the inspector will complete and sign the appropriate documentation.

13. ADDITIONAL DESIGNATIONS. An additional designation may be issued to an examiner by completing the same procedures used for original designation. The examiner must hold the certificate and rating(s), without limitation, appropriate to the designation sought.

A. Requirements. Except for placing an additional grouping of vintage airplanes on an existing NDPER authorization, each additional designation requires a demonstration of competency appropriate to the aircraft or simulator and the designation sought.

(1) When a designation is added, a new Certificate of Authority showing all designations held will be issued to the examiner. The examiner's current designation number will be used.

(2) At the time a new designation is added, the examiner's existing designation(s) may be renewed.

(3) The EAA may request that an additional grouping of vintage airplanes be placed on an existing NDPER authorization at any time the EAA deems the addition(s) necessary to provide adequate national resources for the NDPER Program.

(a) The EAA will make the request in writing to AGL-230.

(b) AGL-230 will approve or disapprove the request.

B. Test Criteria for Additional Designations. Although all required maneuvers and procedures from the applicable PTS must be tested for an initial designation, testing on the same maneuvers and procedures for an additional designation need not be repeated if the new designation is to be added within 12 months of the initial evaluation. For example, if a candidate is evaluated simultaneously for both PE and CIRE-Airplane designations and the candidate satisfactorily completes all of the maneuvers and procedures for the PE designation, then only those maneuvers and procedures which differ for the CIRE designation need be evaluated. However, if 12 months or more have elapsed since the candidate was evaluated for a PE designation, then the candidate must be tested on all maneuvers and procedures applicable to a CIRE designation in order to qualify for the additional designation.

15. EXAMINER LOA's. Examiners who are authorized to conduct practical tests in helicopters, multiengine airplanes, vintage airplanes, turbine-powered aircraft, and aircraft requiring a type rating will be issued a special authorization in the form of an LOA. The LOA is valid only as long as the examiner's Certificate of Authority is current and expires when the examiner's designation expires.

A. Multiengine Airplanes and Turbine-Powered or Large Aircraft. The LOA lists each make and model of multiengine airplane, turbine-powered or large aircraft, and/or each FAA-qualified flight simulator in which the examiner may conduct tests.

B. Vintage Airplanes. A separate NDPER LOA, stating the aircraft grouping in which the NDPER examiner is authorized to conduct certification practical tests and proficiency checks under the provisions of the NDPER Program, will be issued to each NDPER examiner by AGL-230. (See figure 2-1.)

(1) There is no specific limit to the number of vintage airplanes for which an NDPER examiner may receive authorization.

(2) Due to the nature of vintage airplanes, some of which are rarely flown, the EAA may request that an examiner be authorized in numerous types of vintage aircraft to ensure sufficient national availability of NDPER examiners.

C. Helicopters. The LOA limits the examiner's authority to conduct tests to specific makes and basic models of helicopters, regardless of the aircraft's size and power source.

(1) Initial authorization for small helicopters requires a successful demonstration of competency in a small helicopter, either reciprocating or turbine-powered, as appropriate.

(2) Initial authorization for large helicopters requires a successful demonstration of competency in each large helicopter for which an authorization is sought.

D. Interim Authorization. If a pilot examiner is qualified and current in a nonturbine-powered multiengine airplane for which examiner services are rarely requested and the examiner holds a current examiner authorization for a comparable type of multiengine airplane, the FSDO may issue the examiner an interim LOA authorizing one-time testing privileges in that airplane. The LOA should state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the LOA is determined by the FSDO manager but should not exceed 30 days from the date of issuance.

E. Infrequently Requested Turbine-Powered Aircraft. The FSDO may elect not to issue an LOA to a pilot examiner for a turbine-powered aircraft that requires a pilot type rating if the FSDO has received infrequent requests for certification practical tests in that particular type of aircraft. In the case of an infrequently requested aircraft, the FSDO may assign an inspector to conduct certification practical tests in that type of turbine-powered aircraft.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulations, the ability to apply current FAA policies and procedures, the aeronautical knowledge required by part 61 for the applicable grades of airman certificate, and the technical qualifications and experience/eligibility requirements stated in section 1 of this chapter for the specific designation sought.

B. Coordination. This task will require coordination with an operations inspector and may require coordination with a certification test applicant.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 1, 61, 91, and 183

All applicable PTS

Pertinent advisory circulars

B. Forms.

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8430-9, Certificate of Authority

FAA Form 8000-5, Certificate of Designation

C. Job Aids.

Sample figure

5. PROCEDURES. Accomplish the following steps.

A. Obtain and Complete Form. Obtain FAA Form 8710-9, Designated Examiner Application/Qualification Record, from any FSDO. Complete the form and attach pages describing the applicant's aviation work experience, participation in aviation safety activities, special training, and other aviation activities or professional responsibilities that best qualify the applicant to be a designated examiner. The information provided need not detail more than the most recent 5-year period; however, the applicant may include additional information if the applicant chooses to do so. Attach the following documents to the application:

(1) a copy of the airman and flight instructor certificates held by the examiner applicant; and

(2) a copy of the examiner applicant's valid second-class medical certificate, if applicable.

B. Forward Application and Attachments. Send the completed form with all attachments to:

FAA  
Designee Standardization Section, AFS-641  
ATTN: National Examiner Board  
P.O. Box 25082  
Oklahoma City, OK 73125

C. Complete Predesignation Knowledge Testing. When advised that you meet qualifications for the designation sought and are being considered as a candidate, complete the predesignation pilot

examiner knowledge test for the applicable category of aircraft at any FAA computerized testing center. DO NOT TAKE THE PREDESIGNATION TEST UNTIL RECEIVING A LETTER OF ACCEPTANCE FROM THE NATIONAL EXAMINER BOARD. Retain a copy of all application documents for personal records.

D. Accomplish Preliminary Training. When notified by the designating FSDO of selection as an examiner candidate, schedule an appointment with an operations inspector at the FSDO to accomplish training in the FAA policies and testing procedures outlined in this handbook and the PTS.

E. Schedule Practical Test. Upon satisfactory completion of the preliminary training, schedule an appointment with the supervising inspector for a practical test. The inspector will advise which method of testing will be used.

(1) Complete an FAA Form 8710-1 before arriving for the practical test.

(2) If the candidate is to test an actual applicant rather than an inspector/applicant, the aircraft used must be able to carry the candidate, the applicant, and the inspector.

(3) No testing method other than those described in section 1, paragraph 11C of this chapter will be used for the initial evaluation of a DPE candidate.

(4) The test (knowledge and skill evaluation) will cover tasks selected by the inspector from the flight instructor PTS with emphasis on elements of evaluation as specified by Area of Operation I, Task D, Evaluation. The inspector will place added emphasis on the candidate's knowledge of applicant flight and oral testing procedures.

(5) Review chapter 5 and other applicable chapters in preparation for the practical test.

F. Pretest Activities. Present the following documents to the supervising inspector for review:

- (1) the candidate's airman certificates;
- (2) the candidate's valid second-class medical certificate, if required;
- (3) the candidate's FAA Form 8710-1;
- (4) the candidate's logbooks;

G. Conduct a Practical Test with an Actual Applicant (Inspector Observing). Upon arrival of the applicant, inform the applicant that the inspector will make the final decision regarding the certification of the airman. Ask the applicant to present the following documents to the inspector for review:

- (1) the applicant's airman certificate;
- (2) the applicant's medical certificate, if applicable;
- (3) the applicant's knowledge test report, if applicable;
- (4) the applicant's FAA Form 8710-1;
- (5) the applicant's part 141 graduation certificate, if applicable;
- (6) the applicant's written statement from an appropriately rated instructor, certifying that the instructor finds the applicant competent to pass the test and to have satisfactory knowledge of the subject areas missed on the knowledge test, if applicable;
- (7) the applicant's logbook entries or other evidence of satisfactory completion of the aeronautical knowledge requirements and the applicant's logbook endorsements by an authorized instructor who has found the applicant competent to perform the pertinent pilot operations, if applicable;
- (8) evidence of FAA approval for the simulator to be used during the test, if applicable; and
- (9) the maintenance records, airworthiness certificate, and aircraft registration certificate of the aircraft to be used in the practical test.
  - (a) The supervising inspector or an airworthiness inspector reviews the aircraft's maintenance records, logbooks, airworthiness certificate, and registration to determine if the aircraft is airworthy and suitable for use during the practical test.
  - (b) The inspector may elect to supervise the examiner's review of the applicant's and aircraft's documents.
  - (c) If any discrepancy that cannot be immediately corrected exists in any of the applicant's and/or the aircraft's documents, return all submitted documents to the applicant, inform the applicant of the reason(s) for the applicant's ineligibility, and explain how the applicant may correct the discrepancy.

H. Preflight Briefing. To ensure the highest degree of safety during the practical test, conduct a preflight briefing on the safety procedures to be used and crewmembers' duties and responsibilities before the flight portion of the test. (For the practical test of a DPE candidate, the supervising inspector may elect to give this briefing.)

NOTE: The examiner shall conduct this briefing before the flight portion of every practical test the examiner administers.

(1) Give this briefing regardless of the abilities of the participants.

(2) Inform all participants of their respective duties and responsibilities during the flight.

(3) Inform the participants of the guidelines and standards the candidate/examiner intends to use to determine if the applicant has passed or failed a maneuver and include a discussion of the appropriate PTS criteria.

(4) Inform the applicant of the circumstances under which maneuvers could be repeated. (See chapter 5.)

I. Accomplish the Practical Test. If the applicant meets all prerequisites for the rating or certificate sought, conduct the practical test for the certificate or rating the applicant is seeking in accordance with the applicable PTS and the guidance in the appropriate chapter of this Order. The inspector observes.

J. Test Outcome. Apart from the applicant, debrief with the inspector. The inspector determines whether the candidate has exercised proper judgment in evaluating the applicant's performance.

(1) If the inspector determines that BOTH THE CANDIDATE AND THE APPLICANT HAVE PERFORMED SATISFACTORILY, debrief the applicant when instructed to do so by the inspector. The inspector observes the candidate debrief the applicant.

(2) If instructed to do so, prepare a temporary certificate for the applicant and complete the certification file.

NOTE: The inspector may elect to prepare the temporary certificate and complete the certification file or instruct the candidate to do so under the inspector's supervision; however, the inspector must sign the temporary certificate and the certification file.

(3) If the inspector determines that the CANDIDATE HAS PERFORMED SATISFACTORILY BUT THE APPLICANT'S PERFORMANCE WAS UNSATISFACTORY,



debrief the applicant on the unsatisfactory performance when instructed to do so by the inspector.

(4) Prepare an FAA Form 8060-5, Notice of Disapproval of Application, and complete the certification file if instructed to do so.

NOTE: The inspector may elect to prepare the notice of disapproval or instruct the candidate to do so under the inspector's supervision; however, the inspector must sign the notice of disapproval and the certification file.

(5) If the inspector determines that the CANDIDATE HAS PERFORMED UNSATISFACTORY BUT THE APPLICANT'S PERFORMANCE IS SATISFACTORY, observe the inspector debrief the applicant.

(a) The inspector issues either a letter of discontinuance, giving the applicant credit for all areas of operation satisfactorily completed or, if appropriate, issues a temporary certificate.

(b) The inspector completes the certification file.

(c) The inspector debriefs the candidate apart from the applicant on the candidate's unsatisfactory performance.

(6) If the inspector determines that BOTH THE CANDIDATE AND THE APPLICANT HAVE PERFORMED UNSATISFACTORILY, observe the inspector debrief the applicant.

(a) The inspector issues a notice of disapproval, giving the applicant credit for all items that were satisfactorily completed and completes the certification file.

(b) The inspector debriefs the candidate apart from the applicant on the unsatisfactory performances.

K. Conduct Practical Test with an Inspector Acting as an Applicant. Present to the inspector the documents for the aircraft to be used, including the aircraft maintenance records and logbooks, the airworthiness certificate, and the registration certificate. The supervising inspector or an airworthiness inspector determines if the aircraft is airworthy and suitable for use during the practical test. After review, the documents are returned to the candidate.

(1) The inspector assumes the role of applicant and instructs the candidate to conduct the test as if it were an actual test.

(2) The test must include a preflight briefing, an oral portion, a flight and/or simulator portion, and a postflight debriefing. During the oral portion of the practical test, the inspector will determine:

(a) whether the candidate asks appropriate questions to test an applicant's knowledge;

(b) whether the candidate asks questions that have only one correct answer; and

(c) whether the candidate can recognize incorrect answers and take appropriate action, i.e., termination of the practical test and issuance of a notice of disapproval.

(3) During the flight and/or simulator portion of the practical test, the inspector determines:

(a) whether the candidate requests maneuvers from the appropriate PTS and applies the criteria from the PTS; and

(b) whether the candidate can recognize and correct the applicant's errors and take appropriate action, i.e., termination of the test and issuance of a notice of disapproval.

(4) The inspector will ask the candidate if the "applicant" has passed or failed and on what the candidate has based the decision.

(a) If the inspector has deliberately not performed to the applicable standards, the candidate must recognize this situation and so inform the inspector.

(b) If the candidate is successful, the inspector will direct the candidate to fill out a dummy temporary certificate or notice of disapproval, as appropriate.

(c) Failure to fill out the temporary certificate or notice of disapproval correctly is not disqualifying. The inspector will provide guidance.

(d) The inspector ensures that the candidate is aware of the correct procedures.

(e) The inspector then destroys any dummy temporary certificates or notices of disapproval and completes the certification file for FSDO use.

L. Designation. The FSDO issues the successful candidate all appropriate materials, a Certificate of Designation, a Certificate of Authority, and, if appropriate, an LOA.

(1) The FSDO schedules the new examiner for initial examiner standardization training within 90 days of initial designation.

(2) DO NOT CONDUCT PRACTICAL TESTS prior to satisfactory completion of initial examiner standardization training unless specifically approved to do so by the regional Flight Standards division manager.

M. Training Expenses. The examiner pays transportation costs to the training site, per diem expenses, and the current daily charge for FAA pilot examiner training courses while attending the Initial Pilot Examiner Standardization Course.

N. Failure to Complete Course. If the examiner fails to satisfactorily complete the Initial Pilot Examiner Standardization Course, the examiner immediately returns all examiner materials, the Certificate of Designation, the Certificate of Authority, and the LOA, if issued, to the designating FSDO.

7. TASK OUTCOMES. The successful completion of this task results in the selectee's satisfactory demonstration of competency, accomplishment of standardization training, and initial designation as a pilot examiner.

9. FUTURE ACTIVITIES. Future activities of the examiner may include all of the following items.

A. Recordkeeping for all applicants that the examiner tests for airman certificates and/or ratings.

B. Accomplishment of inspections of the examiner scheduled by the FSDO.

C. Application for renewal of designation not less than 60 days before the expiration date of the current designation.

D. Participation in aviation safety programs and events.

E. The addition of other examiner authorizations.

## FIGURE 2-1

### VINTAGE AIRPLANE GROUPS

The following airplanes are identified as vintage airplanes under the provisions of the NDCER Program.

Group A:  
Group B:  
Group C:

AD-4N  
B-17  
B-24

G-TBM  
B-247  
B-377

G-F3  
FO-5  
CV-LB30

B-307  
CV-P4Y

DC-4

DC-6

DC-7

L-1049

Group D:

Group E:

Group F, Land and Sea:

C-46

C-82

SK-43

C-47

CV-240

SK-44

DC-2

CV-340

CV-PBY

DC-3

CV-440

G-111

DC-B18

DC-A20

G-73

DC-B23

DC-A24

SA-16

HW-500

DC-B26

L-14

DH-4

L-18

FA-119  
Group G:

LB-34  
FA-C123

PV-1  
L-P38  
VC-700

PV-2  
M-202  
VC-800

M-404

M-B26

N-B25

NH-P61

L-P2V

CV-PBY (land only)

G-111 (land only)

G-73 (land only)

G-S2

G-52

G-F7F

## CHAPTER 3. ACHIEVE RENEWAL/REINSTATEMENT

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an examiner meets the requirements for renewal or reinstatement and to complete the application process. Successful completion of this task results in the renewal or reinstatement of the examiner's designation.

3. GENERAL. An examiner designation may be renewed annually if the continuation of the designation is justified in order to provide service to the public at that location, or if the designation is in the FAA's interest, based on the number or type of tests conducted by the examiner. NDPER examiners are designated to provide examiner services on a national basis in rare airplanes that may be flown infrequently; therefore, NDPER renewals are not based on activity. All pilot examiners must apply annually for renewal if renewal is desired.

A. Medical Certificate. Except in the case of a designation limited to free balloons, gliders, or simulators, at least a third-class medical certificate is required for renewal and must be maintained throughout the duration of the designation.

B. Instructor Certificates and Aircraft Currency. Any flight instructor certificate required for initial designation must be current for renewal and kept current for the duration of the designation.

(1) All examiners must meet the requirements of sections 61.56 and 61.57, as applicable to the designation(s) to be renewed.

(2) Except for NDPER examiners, all examiners renewing an authorization in an aircraft requiring more than one pilot must meet the requirements of section 61.58, as applicable to the authorization(s) to be renewed.

(3) NDPER examiners must meet the requirements of section 61.58 in at least one vintage airplane for renewal of all vintage airplanes authorized.

C. Failure to Meet Renewal Standards. If an examiner does not meet all of the renewal standards, the examiner must present a statement justifying his/her retention as an examiner and outlining the special circumstances involved. The regional Flight Standards division manager determines the final disposition of the application.



D. Application. An examiner shall apply for renewal at least 60 days before the examiner's current certificate expires. For renewal, the examiner must provide the FSDO a current, completed FAA Form 8710-9 and a complete list of the examiner's testing activities for the previous 12 calendar-months.

E. Annual Examiner Meeting. All examiners must attend the annual examiner meeting held by the designating FSDO in order to renew their designations. The meeting is held to review local problem areas, examiner performance, standards, and procedures. This meeting is in addition to biennial recurrent examiner standardization training and may not be used in lieu of recurrent standardization training.

5. RENEWAL CRITERIA. In addition to the general requirements outlined in paragraph 3 of this section, examiners must meet the following specific criteria for annual renewal of examiner designations and authorizations.

A. Recurrent Standardization Training. Once every 2 years, all pilot examiners must satisfactorily complete examiner recurrent standardization training. NDPER examiners may complete the regular DPE recurrent course or attend a special course scheduled for NDPER examiners. Completion of one recurrent standardization course meets the requirements for all examiner designations and authorizations.

B. Certification Activity. Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations. The NDPER authorization is the only designation for which no specific amount of certification activity is required to show need for renewal.

C. Reissuance of LOA. An examiner's LOA is valid only as long as the Certificate of Authority is current and expires at the same time. It is reissued when the designation is renewed.

D. Practical Test. Examiners must demonstrate knowledge and skill appropriate to the designation and authorizations to be renewed or reinstated by the satisfactory completion of an annual practical test (demonstration of competency).

7. RECURRENT TRAINING. Examiner recurrent standardization courses are scheduled and presented by AFS-642. Course dates and locations are published for 3-year periods. If an examiner misses the course given nearest the examiner's home area, the examiner must successfully complete the missed course at another location within 3 calendar-months. The examiner's testing privileges will be suspended until the examiner satisfactorily completes the training. The examiner may go to any location where the course is given.

A. Anniversary Date. When an examiner is due for recurrent training, the examiner may complete the recurrent training standardization course 3 calendar-months before or after the anniversary month and the training will be considered to have been completed in the anniversary month. When an examiner elects to complete recurrent training in the 3-month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the training.

B. Late Arrival. Normally, when an attendee arrives after a course has started, that person will not be permitted to attend the remainder of the course. However, if the course manager determines that the examiner has a legitimate reason for being tardy and if the examiner is not more than 1 hour late, the course manager may permit the examiner to complete the training. After the course manager accepts a late arrival, the examiner must make up the missed instruction outside normal class with the course instructors. Once this has been accomplished, the examiner will take the final examination with the class.

C. Course Failure. If an examiner fails the recurrent examiner standardization course, the examiner's authorization will be rescinded. The FSDO may, with the concurrence of the regional Flight Standards division manager, permit the examiner to attend another recurrent training class. In this event, the examiner will have 3 calendar-months to successfully complete another recurrent course. Testing privileges will not be reinstated until the examiner satisfactorily completes the training.

D. Second Course Failure. If attendance at a second recurrent training course is permitted, failure of the second recurrent training course will result in termination of the examiner's authority and elimination from consideration for reinstatement for at least 12 calendar-months thereafter. Examiners who are eliminated from the program under these circumstances may reapply for designation after 12 calendar-months and must meet all requirements necessary for initial designation.

9. ACTIVITY REQUIRED FOR RENEWAL. A certain amount of annual activity is generally required for renewal of examiner designations. If there are legitimate reasons why an examiner has been unable to accomplish any of the required levels of activity listed in paragraphs A through C below, the designating FSDO manager may modify the requirement to the extent justified by the extenuating circumstances and approve the renewal. Any ONE of the following levels of activity is acceptable.

A. General. The examiner has conducted during the previous 12 calendar-months:

- (1) 10 certification or aircraft rating tests in airplanes;
- (2) five certification or rating tests in helicopters, gyroplanes, gliders, free balloons, or airships;
- (3) five instrument rating practical tests; or
- (4) five airline transport pilot practical tests.

B. Multiengine Airplane. For renewal of multiengine airplane authorizations, as shown on the examiner's LOA, the examiner should have conducted five multiengine rating tests in each make and model of airplane authorized during the previous year. The FSDO manager may authorize an exception in extenuating circumstances.

C. Vintage Airplanes. No specific amount of annual activity in any or all of the types of vintage airplanes authorized on an examiner's NDPER LOA is required for renewal of all of the vintage airplanes listed on the NDPER LOA. This provision applies only to NDPER authorizations.

(1) Continued renewal of an NDPER authorization is based on the examiner's experience and standing as a fully qualified and current DPE and approval/issuance of the renewal by AGC-230.

(2) The NDPER examiner's authorization for multiple types of vintage airplanes is designed to provide nationally available examiner services for rare airplanes. To require any set amount of certification activity to maintain the NDPER authorization would be contrary to the purpose of the program.

11. REISSUANCE OF LOA's. Examiners who are authorized to conduct practical tests in multiengine airplanes, vintage airplanes, rotorcraft, and turbine-powered or large aircraft are issued an LOA listing each make and model of multiengine airplane, rotorcraft, turbine-powered or large aircraft, grouping of vintage airplanes, and/or FAA-approved flight simulator in which they may conduct practical tests. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in at least one make and model of aircraft (or simulator) in which the examiner is authorized to conduct tests.

13. PRACTICAL TEST FOR RENEWAL. The practical test (demonstration of competency) for renewal must consist of one of the testing methods stated in chapter 2, section 1, paragraph 11C. At the discretion of the supervising FSDO, a practical test of the examiner, appropriate to the designations held, satisfactorily completed within 3 calendar-months before the renewal of the designation, may be used to satisfy this requirement.

A. Multiengine Airplane. The examiner takes only one practical test annually for renewal in multiengine airplanes not requiring a pilot type rating or in nonturbine-powered, multiengine airplanes that do require a type rating, including all vintage airplanes. If the examiner is authorized to conduct tests in vintage airplanes and/or more than one make and model of multiengine airplane, the annual demonstration of competency should be alternated between the airplanes authorized.

B. Helicopter. The examiner takes only one practical test annually for renewal in small helicopters authorized. If authorization is held in more than one type of large helicopter, renewal may be accomplished by alternating the annual demonstration of competency between the types authorized within a 24-month period.

C. Turbine-Powered Aircraft. For renewal of turbine-powered aircraft authorizations, at least one annual demonstration of competency is required.

(1) For an examiner holding multiple turbine-powered aircraft authorizations, one annual demonstration of competency in a turbine-powered aircraft is sufficient. However, if any of the aircraft requires a pilot type rating, the single annual demonstration of competency must be in that turbine-powered aircraft requiring a type rating.

(2) If an examiner holds multiple authorizations in turbine-powered aircraft requiring a pilot type rating, the annual demonstration should be alternated between those aircraft that require a type rating. The examiner may not conduct a practical test in any turbine-powered aircraft that requires a pilot type rating unless the examiner has demonstrated competency in that aircraft within the preceding 24 months.

(3) If an examiner with turbine-powered aircraft authorizations is unable to complete a demonstration of competency due to lack of qualified applicants for a practical test or unavailability of a suitable aircraft, the examiner's authorization for these aircraft may not be renewed until a satisfactory demonstration of competency is accomplished.

D. Multiple Authorizations. For examiners holding authorizations in multiple categories of aircraft, an annual renewal demonstration shall be conducted in each category of aircraft for which the examiner holds authorization.

15. NONRENEWAL. The FAA may elect not to renew an examiner designation for any reason deemed appropriate. If the nonrenewal of an examiner designation is based on any reasons other than lack of

activity or the examiner's inability to meet medical standards, the FSDO will follow the procedures outlined in chapter 1, section 4, paragraphs 7 and 9.

17. REINSTATEMENT. A former examiner whose authority has expired, and whose examiner privileges were not rescinded or revoked as a result of enforcement or legal action by the FAA, may apply for reinstatement. An expired examiner designation may be reinstated only if the requirements and procedures for an original issuance of the designation are met. (See chapter 2, section 1, for application procedures.)

A. Standardization Training. If reinstatement takes place within the 12 calendar-month period after expiration, satisfactory completion of a recurrent training course within the previous 24 calendar-months is acceptable. If the designation has been expired for more than 12 calendar-months, the examiner must satisfactorily complete an initial standardization training class.

B. Demonstration of Competency. If the designation has been expired for less than 12 calendar-months, a demonstration of competency in one of the aircraft previously authorized may be accepted by the FSDO for reinstatement of all previously authorized aircraft. If the designation has been expired for more than 12 calendar-months, the FSDO will test the DPE in each aircraft or simulator in which the examiner is seeking authorization.

C. Reissuance of an LOA. To qualify for the reissuance of an LOA, a reinstated examiner must demonstrate competency in at least one aircraft (the most complex aircraft) appropriate to the LOA sought. For the addition of other previously authorized aircraft, the examiner must have demonstrated competency in each aircraft within the preceding 24 calendar-months. The following are examples of reinstatement requirements for previously held designations.

(1) The examiner held an LOA for BE-55 and PA-23 aircraft. The examiner's designation expired 2 years ago. The examiner must demonstrate competency in each aircraft for reissuance of the previously held authorizations.

(2) The examiner held an LOA for BE-55 and HS-125 aircraft. The examiner's designation expired 9 months ago. The examiner last demonstrated competency in the HS-125 21 months ago and in the BE-55 more than 24 months ago. The examiner must demonstrate competency in both the HS-125 and the BE-55 for reissuance of the authorizations.

## SECTION 2. PROCEDURES

## 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires current or former designation as a pilot examiner, completion of recurrent or initial standardization training, as appropriate, a least a third-class medical certificate for renewal of a powered aircraft designation, attendance at the annual FSDO examiner meeting, accomplishment of at least the minimum acceptable pertinent examiner activity level, and current aircraft qualification appropriate to the designation to be renewed or reinstated.

B. Coordination. This task requires coordination with an operations inspector.

## 3. REFERENCES, FORMS, AND JOB AIDS.

### A. References.

Parts 61, 91, and 183

All applicable PTS

### B. Forms.

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

### C. Job Aids.

None

## 5. PROCEDURES.

A. Renew a Current Designation. Not less than 60 days before the expiration of the examiner's current certificate, provide the designating FSDO with a current, completed FAA Form 8710-9, Designated Examiner Application/Qualification Record, and a list of the examiner's testing activities for the previous 12 months.

(1) Accomplish recurrent standardization training within the applicable timeframe.

(2) Document attendance at the annual examiner meeting held by the FSDO.

(3) Schedule the annual practical test (demonstration of competency) with an operations inspector. Coordinate the scheduling with an applicant if requested to do so by the inspector.

(4) Complete a practical test (demonstration of competency) in accordance with the procedures that are outlined in chapter 2, section 2, paragraphs 5 through 9, as applicable.

B. Reinstate an Expired Examiner Designation. Contact the designating FSDO to determine whether there is need for the designation.

(1) If the FSDO confirms that need for the former examiner's services justifies reinstatement, complete an FAA Form 8710-9 and forward the form to the FSDO or the NEB, as applicable. (See chapter 2, section 1.)

(2) Continue the reinstatement process by completing the applicable procedures for initial designation detailed in chapter 2, section 2, as appropriate to the length of time the designation was inactive.

7. TASK OUTCOMES. The successful completion of this task results in the renewal of a current examiner designation and reissuance of appropriate LOA's or the reinstatement of an expired examiner designation that was not rescinded or revoked as a result of enforcement or legal action by the FAA.

9. FUTURE ACTIVITIES. Future activities by the renewed or reinstated examiner may include the following items.

A. The addition of other examiner designations.

B. Satisfactory completion of examiner inspections scheduled by the FSDO.

## CHAPTER 4. COMPLETE INSPECTION REQUIREMENTS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to demonstrate that the examiner continues to meet the requirements for original designation and is conducting airmen certification duties as authorized. Successful completion of this task results in the continuation of the examiner's designation.

3. GENERAL. All examiners will be inspected at least once a year for renewal. National and regional guidelines may require more frequent inspections. Inspections will include at least one visit every year by an inspector to the examiner's base of operations.

A. High Activity DPE's. In addition to the annual inspection, high activity examiners will be evaluated at least one additional time during the year. The high activity examiner must be observed administering at least one complete practical test to satisfactorily accomplish this additional inspection.

B. Other Inspections. In addition to the inspections described in paragraph A, the following circumstances will also cause the FSDO to inspect an examiner:

- (1) an examiner's practical test passing rate exceeds 90 percent;
- (2) an examiner conducts three or more complete practical tests on a given day;
- (3) an examiner tests a student trained by that examiner without approval from the supervising FSDO;
- (4) an examiner's certification file error rate exceeds 10 percent;
- (5) an examiner is the subject of a valid public complaint; or
- (6) an examiner is involved in an accident, incident, or violation of the regulations.

C. As Needed. An examiner may be tested at any time the examiner's performance indicates that such a check is needed.

D. NDPER Examiners. AGL-230 is responsible for conducting inspections and supervising each NDPER examiner's activities relating to vintage aircraft. The FSDO holding the examiner's DPE certificate of authority is responsible for conducting inspections



and supervising the examiner's activities not relating to vintage aircraft.

5. METHOD OF EVALUATION. In order of preference, an inspector may use any of the following methods to evaluate an examiner.

A. Observe a Complete Practical Test. An inspector observes the examiner conducting a complete practical test. For an examiner who conducts the majority of tests in aircraft unsuited to carrying an inspector, a complete oral test will be observed. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. If the inspector is unable to observe any part of the flight portion of the test, the examiner must be evaluated in flight by some method at least once every 24 months.

B. Act as an Applicant. The inspector acts as the applicant for a practical test.

C. Test on Selected Maneuvers. The inspector tests the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with the PTS.

7. TESTING PROCEDURES. The testing procedures used to conduct the examiner evaluation will be in accordance with the procedures described for initial designation in chapter 2.

A. Unsatisfactory Performance. If an inspection indicates a deficiency in the technique, standards, or judgment of the examiner, the FSDO may initiate appropriate training to correct the deficiency. The examiner's testing privileges will be suspended until the examiner accomplishes a satisfactory inspection.

B. Cancellation of Authority. If the examiner's performance is unsatisfactory to the extent that additional training is inappropriate, the FSDO will initiate action to cancel the examiner's authority.

C. Lack of Qualification or Competency. If the inspector has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of the examiner's pilot/flight instructor certificates or ratings, the FSDO may initiate proceedings to reexamine the examiner under the provisions of 49 USC section 44709.

D. Enforcement Action. If warranted, the FSDO may initiate an enforcement investigation of the examiner.

E. Recordkeeping. Reports of examiner inspections are retained by the supervising FSDO.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of parts 61 and 91, the ability to apply current FAA policies and procedures, and the knowledge and skill to conduct airman testing in accordance with the applicable regulations and PTS.

B. Coordination. This task will require coordination with the supervising inspector and may require coordination with a test applicant.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 1, 61, and 91

All applicable PTS

#### B. Forms.

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

#### C. Job Aids.

None

5. PROCEDURES. The examiner coordinates with the supervising inspector to schedule the inspection. If the inspection will include the observation of the examiner conducting a practical test with an actual applicant, the examiner schedules the appointment at a time agreeable to the applicant. The inspector will make every effort to adjust his or her schedule accordingly. Further steps in the inspection should be completed in accordance with the procedures described for initial designation in chapter 2, section 2, paragraph 5, as applicable.

7. TASK OUTCOMES. The successful completion of this task results in the notation of a satisfactory inspection in the examiner's file and the continuation of the examiner's designation. Unsatisfactory

performance may result in additional examiner training, another inspection, suspension of testing privileges, and possible cancellation of the examiner's authority. Unsuccessful performance could also result in reexamination or an enforcement investigation.

9. FUTURE ACTIVITIES.

A. Recordkeeping for all applicants tested for airman certificates and/or ratings.

B. Addition of other designations.

C. Application for designation renewal before the annual expiration date.

D. Accomplishment of other inspections.

## CHAPTER 5. CONDUCT PRACTICAL TEST/CERTIFICATION FUNCTIONS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to perform procedures applicable to all certification tests and functions. Although information and specific procedures for each type of certificate or rating are presented in the chapter which addresses that level of testing, this chapter provides guidance pertinent to any certification function that requires that an FAA Form 8710-1, Airman Certificate and/or Rating Application, be filled out by the applicant. Successful completion of this task results in correctly completed certification files and the appropriate exercise of the examiner's authority.

3. GENERAL. Examiners shall conduct all practical tests in accordance with regulations, the PTS, the operating limitations of the aircraft, and the procedures prescribed in the aircraft flight manual. Examiners shall not use, or request the applicant to use, procedures contrary to those specified by the aircraft flight manual. Under no circumstances shall an examiner intentionally allow an applicant to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation. Practical tests not conducted in accordance with the applicable PTS, regulations, and safe operating practices may be invalid and may be grounds for termination of the examiner's designation. If an examiner becomes aware of a procedure in any aircraft flight manual which is potentially hazardous or contrary to FAA policies, the examiner should notify the designating FSDO.

A. Personal Prejudices. An examiner shall not allow personal prejudices to interfere with objective evaluation of an applicant. If a personality conflict or disagreement develops between the examiner and the applicant prior to any unsatisfactory performance by the applicant, the examiner or the applicant may discontinue the practical test. In this case, the examiner issues a letter of discontinuance.

B. Appointments. An examiner is expected to honor appointments unless special circumstances warrant cancellation or postponement. If the cancellation or postponement is at the examiner's request, it is the examiner's responsibility to reschedule the practical test. If an examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the FSDO. The FSDO will provide the names of other examiners in the district or may arrange to conduct the practical test if the applicant requests it.

C. Test Environment. The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.

D. Notification by NDPER Examiners. An NDPER examiner receiving a request for a practical test in a vintage aircraft shall notify AGL-230 so that AGL-230 can coordinate the test in a timely manner with the FSDO in whose area the test will be conducted and offer the FSDO the opportunity to observe the checkride.

5. TESTING APPLICANTS TRAINED BY THE EXAMINER. An examiner may test an applicant trained by that examiner if another CFI has given the applicant at least 3 hours of flight instruction (1 1/2 hours when the test is in a glider or balloon) and has recommended the applicant for the certificate sought. An examiner may also test an applicant trained by that examiner for an additional aircraft rating if the applicant has obtained the written recommendation of another CFI who has personally checked the applicant and found the applicant ready to take the test. This paragraph does not apply to FIE's, ATPE's, or NDPER examiners.

A. FIE. An FIE may test an applicant trained by that examiner for a flight instructor certificate or rating if the examiner obtains the written permission of the FSDO in whose area the test is generated. In the case of a test to be conducted outside the U.S., the examiner must obtain the permission of the designating FSDO/region.

B. ATPE. An ATPE may test an applicant trained by that examiner for an ATP certificate or rating if the examiner obtains the written permission of the FSDO in whose area the test is generated. In the case of a test to be conducted outside the U.S., the examiner must obtain the permission of the designating FSDO/region.

C. NDPER Examiners. In cases where an NDPER examiner is the only readily available instructor qualified in a rare airplane, the NDPER examiner may conduct a certification practical test for an applicant trained by that examiner if the examiner obtains the permission of AGL-230.

## 7. EXAMINER LIMITATIONS.

A. Alter/Amend Certificate. An examiner shall not alter or amend any pilot or flight instructor certificate. Applicants who have passed tests for additional ratings shall be issued new temporary certificates.

B. Authorized Aircraft. An examiner shall not conduct a practical test in any aircraft for which the examiner does not hold a category, class, and, if appropriate, a type rating. An examiner shall not conduct a practical test in any multiengine airplane, vintage airplane, helicopter, turbine-powered aircraft, or large aircraft other than those shown in an LOA issued by the designating FSDO.

C. Medical Flight Tests. Unless specifically authorized by the designating FSDO, an examiner shall not accept an application for an airman certificate or rating from an applicant requiring a special medical flight test. Such applicants should be referred to an FSDO.

D. English Language Requirement. An examiner shall ensure that the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" is placed on the pilot certificate issued to an applicant who is unable to demonstrate compliance with the English language competency requirements of the regulations. Examiner authority to issue a certificate with this limitation must be conferred by the designating FSDO on a case-by-case basis. Only an inspector may remove an English language limitation.

E. Certificates Issued on the Basis of a Foreign Pilot License. Unless specifically authorized by the designating FSDO, a pilot examiner shall not accept an application for the original issuance of a pilot certificate to be issued on the basis of a foreign pilot license.

F. Certificates Issued on the Basis of Military Competence. Unless specifically authorized by the designating FSDO, a pilot examiner shall not accept an application for the original issuance of a pilot certificate to be issued on the basis of military competence.

9. STATUS OF EXAMINERS DURING PRACTICAL TESTS. An examiner conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the certificate or rating sought. The examiner is not PIC of the aircraft during a practical test unless acting in that capacity by prior arrangement with the applicant or other PIC of the flight. The FAA does not recommend that an examiner agree to act as PIC of a flight during a practical test.

A. Advice and Assistance. An examiner conducting a practical test may find it necessary to give advice or assistance to the applicant during a test. If the examiner gives advice to the applicant or assists the applicant in manipulating the flight controls EXCEPT in situations not caused by the applicant's

performance and requiring that the examiner intercede to ensure the safety or continuity of the flight, the assistance or advice would constitute unsatisfactory performance on the part of the applicant. An example of examiner assistance not caused by the applicant's performance would be the examiner's action to turn the aircraft away from conflicting traffic when the applicant is wearing a vision limiting device. Providing advice or assistance does not change the status of the examiner in regard to PIC responsibility. The examiner should discuss this issue with the applicant as part of the overall practical test briefing.

B. Physical Location of the Examiner During a Practical Test. With certain exceptions, an examiner accompanies an applicant in the aircraft during the practical test. However, the examiner may observe from the ground an applicant's performance of autorotations to touchdown during CFI certification practical tests in helicopters if the applicant is the sole occupant of the aircraft. Also, the examiner may observe from the ground or another aircraft the performance of aerial maneuvers by an applicant flying a single-control or single-place aircraft such as a vintage airplane.

(1) The examiner must obtain authorization from the designating FSDO prior to conducting any portion of a flight test by ground observation and/or aerial observation.

(2) A separate authorization is required for each practical test. Should an applicant's performance not meet standards, another authorization must be obtained by the examiner prior to a subsequent retest of the applicant.

C. Examiner Station in an Aircraft Requiring a Flightcrew of Two or More. During practical tests given on aircraft requiring a flightcrew of two or more, the examiner should give the practical test from a designated jump seat or place in the cabin from which the flight can be adequately observed. When an examiner conducts a practical test from a jump seat or station in the cabin, a pilot who is qualified to act as PIC in that aircraft must occupy a pilot seat.

(1) This arrangement allows the examiner to devote full attention to the practical test rather than being involved with performing the duties of a flight crewmember. It also allows the examiner to assess the command ability of the applicant, as well as to observe crew coordination.

(2) This is not intended to preclude an examiner from electing to occupy a pilot seat during the practical test. Such factors as aircraft seating configuration, the examiner's personal knowledge of the person proposing to occupy the pilot seat, and the

examiner's skills, recent experience, and qualifications should be considered.

D. Examiner Elects to Serve as a Required Crewmember. Examiners must observe special considerations when electing to serve as a required flight crewmember during a practical test. In such cases, in addition to being appropriately rated and holding a current medical certificate, the examiner must also be current in accordance with sections 61.55, 61.56, 61.57, 61.58, and section 91.109 (c), as applicable. Due to liability considerations, examiners should exercise caution when deciding whether to conduct a practical test in which they will serve as a required crewmember.

E. NDPER Examiners. An NDPER examiner must meet the requirements of all applicable regulations, including section 61.58, to conduct a practical test from a pilot seat of a vintage airplane except when unusual circumstances have left no qualified and current examiners available for that aircraft.

(1) In circumstances when there are no qualified and/or current examiners available for a vintage aircraft, the best qualified NDPER examiner may apply to AGL-230 for an LOA to conduct the required tests.

(2) Except as stated in subparagraph (1), under no circumstances may an NDPER examiner conduct a practical test from a pilot seat of a vintage airplane unless that examiner is qualified and current to act as PIC of that aircraft.

(3) An NDPER examiner may conduct a practical test from the jump seat of a vintage airplane in which the examiner is qualified but not current, if the examiner is type rated in the airplane, authorized as an NDPER examiner to give practical tests in that airplane, holds a current section 61.58 check in any vintage airplane, AND A QUALIFIED AND CURRENT PIC OCCUPIES A PILOT SEAT.

(a) The NDPER examiner need not hold a current section 61.58 check in the vintage airplane in which the test is to be conducted if the test is conducted from the jump seat and all conditions in subparagraph (3) are met.

(b) The applicant and the qualified/current PIC must be thoroughly briefed by the NDPER examiner regarding PIC responsibilities, the respective duties of each participant during the flight, and the procedures to be used during the test.

(c) All three pilots must understand the briefing and be in agreement regarding PIC responsibility and all of the points covered in the briefing.



F. Other Commercial Flying. If an examiner administers a practical test from a jump seat or cabin station of an aircraft requiring a flightcrew of two or more, or from a pilot seat of an aircraft requiring a flightcrew of only one pilot, flight time accrued as an examiner is not deemed to be other commercial flying with respect to the flight and duty time limitations stated in parts 135 and 121. However, if an examiner serves as a required crewmember during a practical test on an aircraft requiring a flightcrew of two or more, that flight time is deemed other commercial flying.

11. CARRIAGE OF PASSENGERS DURING PRACTICAL TESTS. The practice of carrying persons other than those participating in the practical test shall be limited to individuals who have a legitimate interest in the practical test.

A. Authorized Persons. Persons who may be carried during a practical test include:

- (1) persons preparing for a similar practical test;
- (2) CFI's assigned to similar flight training activities;
- (3) the applicant's CFI;
- (4) examiners who are authorized to conduct similar practical tests or examiner candidates;
- (5) chief pilots or instructors for flight schools and corporate operators;
- (6) owner/operators of the aircraft; and
- (7) FAA inspectors.

B. Unauthorized Persons. Examples of unauthorized persons are nonflying relatives of the applicant, persons not involved in a flight training program, nonflying employees or friends of the owner/operator.

C. Consent for Passenger Carriage. The carriage of authorized persons must have the consent of the applicant, the examiner, and the owner/operator, if applicable.

D. Additional Crewmembers. In some aircraft, tasks such as simulated equipment failures or emergency procedures momentarily may make it difficult for the flightcrew and the examiner to maintain good vigilance to situations outside the aircraft. In such cases, the examiner may request that a qualified observer be

provided to assist in maintaining a constant watch for other air traffic.

13. AIRCRAFT USED FOR PRACTICAL TESTS. An applicant for an airman certificate or rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. At the examiner's discretion, this includes military aircraft or properly certificated aircraft of foreign registry.

A. Military Aircraft. A military aircraft provided by an applicant for a practical test must be capable of performing all tasks required by the test. The applicant must not be restricted from accomplishing the required maneuvers and procedures by military directives or the aircraft's limitations.

(1) The examiner should advise an individual who requests a practical test in a military aircraft that the applicant must provide a letter from the commanding officer or the operations officer of the military organization having jurisdiction over that aircraft. The letter must state that the applicant is authorized to use the aircraft for a practical test from the FAA and that all maneuvers required for the test are authorized to be conducted in the aircraft.

(2) Without the official, original letter accompanying the application, an examiner shall not conduct any part of a practical test involving a military aircraft/simulator.

(3) A clear understanding of responsibility between the examiner and the military organization must be maintained so that no question of accident or injury claim liability exists.

(4) An area of concern is the administration of an ATP certification practical test in a large military aircraft for which there is no civil counterpart; for example, F-4, A-10, T-38. Tests may be given in such aircraft even though an aircraft type rating is not concurrently issued. The aircraft must be equipped and able to perform all flight maneuvers and all equipment must be functional before flight. Additionally, the aircraft must be properly equipped to accommodate an examiner. If an examiner receives a request for a practical test in a military aircraft for which there is no civil counterpart, the examiner should coordinate with the designating FSDO to ensure that all aircraft requirements are met and that the correct limitations for the certificate are determined. There are provisions for practical tests in vintage/surplus military aircraft under the NDPER Program.

B. Experimental Aircraft. An applicant may request a practical test in an experimental aircraft. The aircraft may be certificated as amateur-built or for exhibition purposes. A DPE may conduct a

practical test in such experimental aircraft provided that following conditions are met:

- (1) the examiner is willing to conduct the test;
- (2) the applicant is not prohibited from accomplishing the required tasks by the operating limitations issued for the experimental aircraft; and
- (3) the aircraft is capable of performing all tasks required by the test. If the experimental aircraft is not capable of performing all required tasks, another aircraft must be provided for those tasks that cannot be accomplished in the experimental aircraft.

C. Self-Launching Gliders. Aircraft that have been certificated as gliders with self-launching capability cannot be used for any airplane practical test. There are no dual airplane-glider category designations. The examiner can determine the category of an aircraft by examining the aircraft's airworthiness certificate.

15. AIRCRAFT EQUIPMENT. The aircraft furnished for a practical test by an applicant must have the equipment required to accomplish each area of operation on the practical test. The equipment shall have no operating limitation which would prohibit the aircraft's use in any required task or operation. The applicant may need to use two or more aircraft to accomplish all of the practical test requirements. (For simulated instrument flight, see additional requirements of section 91.109).

A. Adequate Visibility. The aircraft must have pilot seats with adequate visibility for safe operation and, when the examiner conducts the test from a jump seat, have cockpit and outside visibility adequate for the examiner to evaluate the applicant's performance.

B. View Limiting Device. During the practical test for an instrument rating or other certificates/ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the examiner, which prevents flight by visual reference.

C. Required Controls. An aircraft (other than lighter-than-air) must have engine power and flight controls that are easily reached and operable in a normal manner by both pilots, as provided by section 61.45(c), unless the examiner determines that the practical test can be conducted safely without them. However, at the discretion of the examiner, an applicant may provide an aircraft equipped with a throw-over control yoke.

D. Aircraft with Single Controls. At the discretion of the examiner, an aircraft furnished by the applicant may have a single set of controls. In such cases, the examiner may observe the applicant from the ground or from another aircraft.

(1) Tests for the addition of aircraft category, class, or type ratings to private and commercial pilot certificates may be conducted in single-control and/or single-place aircraft under the provisions section 61.45(e).

(2) Airman certificates issued following satisfactory completion of a practical test conducted in a single-place gyroplane in accordance with section 61.45(e)(2) must bear the following limitation: "PRIVATE PILOT, ROTORCRAFT SINGLE-PLACE GYROPLANE ONLY" or, for a certificate of a higher grade than private, "ROTORCRAFT SINGLE-PLACE GYROPLANE, PRIVATE PILOT PRIVILEGES ONLY."

E. Authorization. The examiner must obtain written authorization from the designating FSDO before conducting a practical test by ground observation.

F. Aircraft with Stability Control Augmentation Systems. Some aircraft are equipped with stability and augmentation systems which are designed to operate at all times when the aircraft is in flight. Aircraft equipped with such devices may be used on practical tests if they are operated in accordance with the manufacturer's recommendations and the appropriate operating limitations.

17. ENGINE SHUTDOWN ON MULTIENGINE AIRPLANES DURING PRACTICAL TESTS. To determine an applicant's ability to recognize a failed engine, examiners often simulate engine failure by shutting off the mixture control. This is sometimes done at very low altitudes. An accident which occurred in the traffic pattern of an airport during a practical test for a multiengine airplane class rating may have been caused by shutting off the mixture control. As a result, the National Transportation Safety Board issued a recommendation that instructors and examiners substitute reduction of power at altitudes below 3,000 feet above ground level to simulate an engine loss. Examiners SHALL USE reduction of power to simulate an engine failure at low altitudes and encourage instructors and pilot schools to follow the same practice.

A. Discussion with Applicant. DPE's conducting practical tests in multiengine airplanes shall discuss the method of simulating engine failure with the applicant before the test. The examiner and the applicant shall discuss and follow the aircraft manufacturer's recommended procedures.

B. Feathering Propellers. The feathering of a propeller in any multiengine airplane equipped with propellers which can be safely feathered and unfeathered in flight shall be demonstrated. An appropriately equipped airplane shall be provided by the applicant.

This maneuver shall be performed only under such conditions and at such altitudes (no lower than 3,000 feet above the surface) and positions where safe landings on established airports can be readily accomplished. At altitudes lower than 3,000 feet above the surface, simulated engine failure shall be performed by throttling the engine to idle, then to zero thrust.

19. STRUCTURE OF THE PRACTICAL TEST. The practical test consists of a demonstration of aeronautical knowledge and a demonstration of aeronautical skill. The two demonstrations are not intended to be separate tests. They should be conducted concurrently.

A. Demonstration of Aeronautical Knowledge. The demonstration of aeronautical knowledge is sometimes called the oral portion of the practical test. Generally, it consists of a question and answer exchange between the examiner and the applicant. The knowledge which should be tested is identified in the applicable PTS and part 61.

(1) The questions the examiner asks the applicant should be clearly stated and have only one correct response. The correct response to the question should reflect a clear understanding of the subject by the applicant. Trick questions should be avoided. The correct answers to all questions should be available in the regulations, the airplane flight manual, or other references listed in the applicable PTS.

(2) The examiner should maintain a relaxed atmosphere; however, the examiner should not give the applicant instruction during the practical test. If the applicant consistently gives incorrect, confused, or unrelated answers to the examiner's questions, the examiner must terminate the test and issue a notice of disapproval.

B. Airman Knowledge Test Report. An examiner conducting a practical test shall note the failed areas coded on the applicant's knowledge test report to identify possible deficiencies which may affect the applicant's flight performance. Examiners shall maintain a current list of subject areas and use this list as an aid in evaluating applicants' knowledge.

(1) A CFI may endorse the knowledge test report form, attesting that the applicant has received instruction in the areas missed on the test.

(2) The CFI may also make an entry in the applicant's logbook or a statement on a separate piece of paper, attesting that the applicant has received the required instruction.

C. Group Testing. Normally, an examiner administers the oral portion of the practical test to each applicant individually. This ensures confidentiality and allows the examiner to conduct the test as the situation requires. In some circumstances, such as when the examiner is testing a crew of two, it may be advantageous to administer the oral portion of the test to two applicants simultaneously. When two applicants of similar backgrounds have trained in the same aircraft or training course and are being tested for identical certificates, simultaneous testing may be conducted if no more than two applicants are tested and both applicants and the examiner agree to that method. If either applicant prefers to be tested separately, the examiner shall conduct separate oral tests.

D. Demonstration of Aeronautical Skill. The demonstration of aeronautical skill is the flight/simulator portion of the practical examination where the applicant demonstrates flight proficiency for the certificate or rating sought.

(1) The PTS detail the areas of operation, tasks, and objectives for the certificate or rating. If the applicant does not meet the standards of performance of any task performed, the associated pilot operation is failed and, therefore, the practical test is failed. The applicant is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test.

(2) The examiner or the applicant may discontinue the test at any time when the failure of a required operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant shall receive credit for only those areas of operations which were successfully performed. With the consent of the examiner, the applicant may also elect to continue the test after failing a required item. The applicant will receive credit only for those operations which are satisfactorily completed.

21. PRACTICAL TEST DISCONTINUATION. Environmental, mechanical, or personal situations can occur which should cause the test to be discontinued. In such cases, the examiner should assure the applicant that he or she has not failed the practical test and shall attempt to reschedule the test as soon as possible. Some of the reasons for discontinuance of a practical test are unforecast weather, unforeseen mechanical problems after the test has begun, and applicant or examiner incapacitation.

A. Letter of Discontinuance. When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-1 and the knowledge test report should be returned to the applicant. At that time, the examiner signs and issues a letter identifying the portions of the practical test that the applicant successfully completed. The examiner should retain a copy of the letter. (See figure 5-1.)

(1) The applicant may use the letter to show an examiner which portion of the practical test was successfully completed, provided that another test is attempted within 60 days. When the test is resumed, the letter shall be included in the applicant's certification file.

(2) When more than 60 days have elapsed since the original practical test, the examiner shall re-examine the applicant on all areas of operation required for that certificate or rating.

B. Examiner Authority to Reexamine. Whenever the examiner has reason to doubt the applicant's competence in areas for which the applicant received credit during a previous practical test, the examiner shall reexamine the applicant on all areas of operation required for that certificate or rating.

23. REPEATING MANEUVERS ON PRACTICAL TESTS. A maneuver that is not performed to the required standards during a practical test may not be repeated unless one of the following conditions applies.

A. Discontinuance of the Maneuver. A maneuver may be discontinued for a valid safety reason; e.g., an approach to a landing is aborted and the applicant executes a go-around or other procedure to modify the originally planned maneuver.

B. Collision Avoidance. The performance of a maneuver may be interrupted due to the applicant's action to avoid other traffic or the examiner's intervention on the flight controls to avoid another aircraft which the applicant could not have seen due to a view-limiting device or other factors.

C. Misunderstood Requests. A legitimate misunderstanding may occur between the applicant and the examiner when an applicant does not understand the examiner's request to perform a specific maneuver. However, the applicant's failure to understand how to perform the maneuver being requested is not grounds for repeating a maneuver.

D. Other Factors. A condition which distracts the examiner so that the examiner cannot adequately observe the applicant's performance of the maneuver, such as conflicting traffic or ATC instructions, may occur.

25. PRACTICAL TEST PREFLIGHT BRIEFING. The examiner shall conduct a preflight briefing on safety procedures, the duties of the safety pilot, and each participant's responsibilities and duties before the flight portion of each practical test. This briefing must be accomplished regardless of the experience and abilities of the participants. The briefing must include a discussion of the methods to be used to simulate an engine failure if a multiengine aircraft is to be used for the test. The manufacturer's recommendations shall be discussed and used.

A. Safety Pilot. When an examiner conducts a practical test from a station other than a pilot seat, a qualified pilot must be designated as the safety pilot for the practical test and must occupy a pilot station during the test. When the examiner occupies a pilot station, he/she may perform the role of safety pilot.

(1) The safety pilot physically intervenes on the flight controls before a maneuver or procedure deteriorates to an unsafe level.

(2) The safety pilot protects the overall safety of the flight to whatever extent necessary and ensures that all maneuvers, procedures, and/or alternate courses of action are performed safely.

(3) The examiner, when not occupying a pilot station, must rely on the safety pilot to interfere and override any decision by the examiner, the applicant, or other person, if safety requirements demand that action.

B. Performance Criteria. The briefing shall include a discussion of the PTS criteria and the standards which the examiner will use to determine whether the applicant has performed a maneuver satisfactorily.

C. Repetition of Maneuvers. The briefing shall also include a discussion of the circumstances under which a maneuver may be repeated on the test.

27. SEGMENTED PRACTICAL TESTS (PLANNED). An examiner may be requested to conduct a practical test as a planned, segmented practical test. This normally involves conducting a practical test for a certificate or type rating for which an applicant attends a training center away from the home base. The applicant must satisfactorily accomplish the oral portion, the simulator portion, if applicable, and then the flight portion of the test in the aircraft. The applicant has 60 days from the date the oral portion of the practical test was passed to accomplish the simulator and flight portions of the test satisfactorily. The examiner may use oral questioning at any time during the test. The applicant is



required to present documentation to substantiate that the oral portion of the test was passed and identifying the maneuvers and procedures tested during the simulator portion, if applicable. (Examiners may request that the applicant perform maneuvers in the aircraft which were completed satisfactorily during the simulator portion of the test if they have reason to question the applicant's competency in those maneuvers.)

29. RETEST IN EVENT OF FAILURE. An applicant who fails a practical test may not apply for retesting until 30 days after the date the test was failed. However, in the case of a first failure, the applicant may apply for retesting before the 30 days have elapsed if the applicant presents a logbook or training record endorsement from an authorized instructor, certifying that the instructor has given the applicant additional instruction and finds the applicant competent to pass the test. For all retests within 30 days after a first failure, including ATP and type rating tests, an FAA Form 8710-1, signed by an appropriately rated instructor is required. After 30 days, an instructor endorsement is not required.

31. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS. In the event that an accident or incident occurs during a practical test, the examiner should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. As soon as possible, the examiner should notify the designating FSDO of the accident or incident.

33. PRACTICAL TEST STANDARDS. The regulations specify the areas in which knowledge and skill must be demonstrated by an applicant before a certificate can be issued. The PTS contain the specific tasks in which knowledge and competency must be demonstrated.

A. Practical Test Correlation to Part 61. The pilot operations specified by part 61 for each grade of certificate are encompassed by the areas of operation and tasks contained in the PTS. The flight proficiency required by the regulations is stated in terms of pilot operations. The specific procedures and maneuvers used to ensure competence in the required pilot operations are detailed in the applicable PTS.

B. Public Availability. The public may purchase copies of the PTS from the Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

C. PTS Introduction. The introductory section of the PTS gives detailed instructions on the use of the standards for conducting a practical test.

(1) The PTS are arranged into sections for specific areas of operation. Areas of operation are phases of flight in a logical sequence, beginning with the preflight preparation and ending with the flight's conclusion.

(2) Practical tests must be conducted according to the requirements of the applicable PTS. In some cases, it may be necessary to use more than one PTS. For example, an ATP test for an applicant with no instrument rating requires the use of both the Instrument Rating Practical Test Standards and the Airline Transport Pilot and/or Type Rating Practical Test Standards.

(3) The examiner shall not allow the conduct of successive practical tests to degenerate into a predictable pattern that can be recognized by applicants or instructors.

(4) Evaluation of an applicant's performance shall be based on the applicant's ability to satisfactorily meet the objectives of each required task.

35. PREREQUISITES FOR PRACTICAL TESTS. To be eligible for a practical test, an applicant must meet all requirements of part 61 applicable to the certificate or rating sought and comply with the following prerequisites.

A. Knowledge Test. Unless otherwise stipulated, the applicant must have passed any required knowledge test within the 24 calendar-months preceding the practical test. In cases where an applicant is permitted to take a short FAA test in lieu of the regular FAA test, the applicant must hold the rating on the applicant's airman certificate that authorizes the use of that short knowledge test. A list of short FAA knowledge tests and the rating on an airman certificate that qualifies the applicant to take that short test is contained in figure 5-2. A knowledge test report must be presented to the examiner at the time of application for the practical test.

(1) The FAA has designated industry entities to give airman knowledge tests through computer testing. These companies issue a computer test report to the applicant upon completion of the test. This report will have an embossed seal, similar to a notary public seal, on it which identifies the computer testing company. Examiners shall accept this computer test report. (See figure 5-3.)

(2) When a student has graduated from a part 141 pilot ground school with knowledge test examining authority, that student receives a graduation certificate or a ground school knowledge test report which the FAA accepts. The graduation certificate or ground school knowledge test report is valid for 24 calendar-months from the date of graduation. (See figure 5-4.)

(a) When an applicant presents a graduation certificate in lieu of a knowledge test report, the examiner giving the practical test checks the appropriate boxes in the Designated Examiner's Report section of FAA Form 8710-1. The graduation certificate is then returned to the applicant.

(b) When the holder of a ground school knowledge test report or graduation certificate completes flight training under part 61, the applicant must meet all the certification requirements of part 61; however, the graduation certificate or ground school knowledge test report is accepted for 24 calendar-months from the date of ground school graduation.

(c) When the holder of a ground school knowledge test report or graduation certificate completes flight training in a part 141 pilot school flight course without practical test examining authority, the applicant must meet the testing requirements of part 61, except that the ground school knowledge test report or graduation certificate is accepted for 24 calendar-months from the date of ground school graduation.

(d) When the holder of a ground school knowledge test report or graduation certificate completes training in a part 141 pilot school flight course with examining authority, the applicant is, upon graduation from that course, eligible to receive the airman certificate or rating sought without further testing by the FAA. Such applicants must apply for a certificate at an FSDO; however, in accordance with section 61.71(b), a graduate from such a course has 90 days to apply for the appropriate certificate or rating. After 90 days, the applicant must meet all the requirements of part 61, except that the ground school knowledge test report or graduation certificate is accepted for 24 calendar-months from the date of graduation.

B. Medical Certificate. An applicant for the original issuance of an airman certificate must present a current medical certificate appropriate to the airman certificate sought. Balloon and glider applicants need only certify that they have no known physical defect which makes them unable to pilot a glider or free balloon. An applicant for a rating to be added to an existing certificate need present only a third-class medical certificate. The specific medical certificate required for each practical test is indicated in the chapter relating to that test.

C. Demonstrated Ability. If an examiner accepts an application from an airman who has an FAA Form 8500-15, Statement of Demonstrated Ability (SODA), the examiner must verify the appropriate limitations relating to the SODA with the FSDO. Any

appropriate limitations relating to operational privileges must be placed on any airman certificate issued.

D. Airman Certificate and/or Rating Application. An applicant for a certificate or additional rating must present a properly completed FAA Form 8710-1, Airman Certificate and/or Rating Application.

(1) For practical tests which require a flight instructor's recommendation, an appropriately rated flight instructor must complete and sign the Instructor's Recommendation block on the reverse side of FAA Form 8710-1. The instructor's signature in this block may be accepted by the examiner in lieu of the written statement prescribed by section 61.39(a)(5), if the required endorsements, instruction, and aeronautical experience can be substantiated through reliable records.

(2) The Instructor's Recommendation section of the form need not be signed for an applicant for a type rating only or for the original issuance of an ATP certificate. However, if the applicant is applying for a type rating to be added to an ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating, the applicant must have an endorsement in the person's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by section 61.157(f).

(3) If the applicant is applying for a type rating to be placed on a private or commercial certificate, the applicant must have an endorsement in the person's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by section 61.63(d)(6).

(4) For a first failure of any practical test, when an applicant wishes to retake the test within 30 days after the failure, an instructor recommendation is required. No instructor recommendation is required after 30 days.

E. Airman Records/Logbooks. An applicant for a certificate or rating for which there are aeronautical training and experience requirements must present a reliable record to the examiner which clearly shows the accomplishment of those requirements. The examiner shall verify that the applicant meets all eligibility and experience requirements for the certificate or rating sought.

(1) If the applicant presents reconstructed records, military records, or in any case in which the examiner cannot positively determine the applicant's eligibility, the examiner should contact the designating FSDO for guidance.

(2) The examiner should sign an entry in the applicant's records after the flight portion of a practical test indicating the type of practical test, the duration of the flight portion, the outcome of the test, and the examiner's designation number.

37. VERIFICATION OF AN APPLICANT'S IDENTITY. The examiner shall require positive identification from each person presenting an FAA Form 8710-1, Airman Certificate and/or Rating Application.

A. Deficiencies. The Drug Enforcement Assistance Act of 1988 identified the following deficiencies with regard to issuance of airman certificates:

(1) the use of fictitious names and addresses by applicants for certification;

(2) the use of stolen or fraudulent identification in applying for certificates or ratings;

(3) the use of a post office box or mail drop as a return address for the purpose of evading identification of the applicant's address.

(4) the use of counterfeit or stolen airman certificates; and

(5) the absence of information concerning physical characteristics of holders of airman certificates.

B. Applicant Identification Procedures. To ensure proper identification of pilot certificate applicants and so that the FAA may address deficiencies specified in the Drug Enforcement Assistance Act, the FAA has implemented the following procedures for FSDO's and pilot examiners:

(1) All applicants for airman certificates must apply in person and present positive identification at the time of application. Such identification must include an official photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification.

(2) An examiner may accept a post office address on an airman certificate application if the applicant prefers to use a post office box as a permanent address or resides on a rural route, a boat, or in some other location that requires the use of a post office box or rural route number. In this case, the applicant must provide the geographical location of the applicant's residence on a separate piece of paper and attest by signature to the preference

or need for using a post office address. The examiner attaches this paper to the FAA Form 8710-1.

(3) The examiner records the form of identification submitted, the identifying number on the document, and its expiration date in the space provided on FAA Form 8710-1.

C. Acceptable Methods of Identification. Acceptable methods of identification include, but are not limited to, drivers' licenses, government identification cards, passports, and other forms of positive identification that meet all of the requirements of paragraph 37B(1) of this section. A foreign passport presented as a means of identification must be accompanied by another form of identification containing at least a matching physical description and signature of the applicant. If the form of identification presented contains an expiration date, the identification must be current. (Some acceptable forms of identification may not contain an expiration date.)

D. Alternative Methods of Identification. Some applicants may not possess suitable identification. In the case of an applicant under age 21, the applicant's parent or guardian may have to accompany the applicant and identify themselves as described in paragraph C. The parent or guardian may then attest to the applicant's identity. For all other applicants, the identification procedures must be such that the examiner can positively identify the applicant in a manner acceptable to the examiner. In such cases, the identification procedures employed must be disclosed by the examiner on the application or, if necessary, in a separate statement which the examiner attaches to the application. THE EXAMINER MUST OBTAIN APPROVAL FROM THE SUPERVISING FSDO FOR THE ALTERNATE IDENTIFICATION PROCEDURE EMPLOYED. If necessary, applicants may be directed to apply in person at a FSDO, complete the required identification procedures, and then obtain an authorization to appear before the examiner for the practical test.

E. Applicant Identification Anomalies. When pilot certificate applicants present forms of identification which are unacceptable, examiners should be alert for any indication of fraudulent or altered forms of identification or other irregularities which may indicate an attempt by the applicant to falsely represent the applicant's identity. Examiners must report immediately any such indication to the supervising FSDO. Title 49 of the United States Code makes willful or fraudulent misrepresentation for the purpose of applying for any FAA certificate grounds for criminal penalties of up to \$15,000 and 3 years imprisonment or, if connected with transportation of controlled substances by aircraft, fines of up to \$25,000 and 5 years imprisonment.

39. ILLEGAL SUBSTANCE CONVICTION. FAA Form 8710-1 asks in Block U, "Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?" The applicant must check "No" or "Yes," as appropriate.

A. "No" Checked. If "No" is checked, the examiner conducts the practical test. If it is later determined that the applicant should have checked "Yes," the FAA will take appropriate action.

B. "Yes" Checked. If the applicant checks "Yes," the applicant must indicate the date of final conviction. The examiner must determine if the date of final conviction was more or less than 1 year from the date of application and proceed as follows:

(1) If the date of final conviction is more than 1 year before the date of application and has been previously indicated, the applicant should indicate "No Change" in the block. The examiner should conduct the practical test and, if appropriate, issue the airman certificate as usual.

(2) If the date of final conviction is less than 1 year before the date of application, the examiner declines to accept the application and does not test the applicant in accordance with the provisions of section 61.15(a)(1).

41. COMPLETING FAA FORM 8710-1. Any certification function which affects a pilot certificate or rating requires that an FAA Form 8710-1, Airman Certificate and/or Rating Application, be filled out by the applicant requesting the action.

A. Instructions. Instructions for completing FAA Form 8710-1 are included on a tearoff sheet attached to the form. Figure 5-5 contains a sample of a correctly completed FAA Form 8710-1.

B. Special Emphasis Items. Examiners should pay particular attention to the following items.

(1) In Section I, Block B, the social security number (SSN) is optional. If the SSN is unavailable for FAA use, the applicant enters "Do Not Use." If the applicant does not have an SSN, the applicant enters "None." In these cases, the pilot certificate number is issued by AFS-760.

(2) In Section I, Block H, the applicant must indicate height in inches. No fractions of inches may be used. Foreign applicants must convert to U.S. measurements (1 inch = 2.54 centimeters; 1 centimeter = .3937 inches).

(3) In Section I, Block I, the applicant must indicate weight in pounds. No fractions of a pound may be used. Foreign applicants must convert to U.S. measurements. (1 pound = .4536 kilograms; 1 kilogram = 2.20 pounds).

(4) In Section I, Block U, the applicant must check "Yes" or "No" in answer to the question regarding a conviction for violation of statutes relating to narcotic drugs or substances. If "Yes" is checked, the applicant must supply the date of final conviction. If the applicant has been charged, but not convicted, the applicant should check "No" in response to this question. (See paragraph 39B(2) above.)

(5) In addition to Block A in Section II, Block B or D must be completed by an applicant who does NOT HOLD a U.S. commercial pilot certificate but satisfies the requirements for an ATP certificate on the basis of military competence or an unrestricted foreign commercial or ATP pilot license. The applicant completes Block B or D, as appropriate, in order to record the manner in which the ATP requirements have been met since no commercial pilot certificate will be forwarded with the certification file.

(6) In Section III, Record of Pilot Time, the airman must list at least the flight experience required for the certificate or rating sought. Graduates of part 141 pilot schools must provide their flight time in this block, even though their graduation certificates present evidence of course completion. If flight experience has no bearing on the certificate action, it is not necessary to include flight experience on the application. However, all applicants should be encouraged to enter their flight experience. The application remains on file and can be used to verify flight time if the airman's personal records are lost or destroyed.

(a) In some instances, pen and ink changes in the top or bottom half of the boxes provided on FAA Form 8710-1 may be necessary in order to permit the applicant to enter the specific aeronautical experience required by the regulations. In other instances, it may be more appropriate to list the required flight experience, certified by the applicant's signature, on a separate sheet which is then attached to the application.

(b) The Airman Certification Branch, AFS-760, will accept FAA Form 8710-1 either with clearly legible pen and ink changes to the boxes on the form showing the required pilot flight experience or with a legible attachment to the form, certified by the applicant's signature, showing the required flight experience.

(7) In the Designated Examiner's Report section on the reverse side of the form, the examiner shall certify, by checking the



appropriate box, that the examiner has personally reviewed the applicant's logbook and certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate or rating sought. The term, logbook, means any reliable record. This box MUST BE CHECKED for graduates of part 141 pilot schools to show compliance with section 61.71.

(a) If applicable, the examiner also checks the box indicating that the examiner has reviewed the applicant's graduation certificate, found it to be in order, and returned the certificate to the applicant.

(b) At the conclusion of the practical test, the examiner checks the box indicating that the examiner has personally tested and/or verified this applicant in accordance with the pertinent procedures and standards. The pertinent procedures and standards are those in the appropriate PTS.

(c) The examiner then checks the appropriate box to indicate approval or disapproval of the application.

(d) The examiner must complete all remaining applicable blocks in the Designated Examiner's Report section. If more than one aircraft was used, the types/registration numbers of all aircraft used must be provided. Under "Location of Test," the term "Facility" refers to the name of the airport from which the test originated or, in the case of a practical test in a balloon, the name of the town nearest to the launch site.

(8) The examiner must complete and sign the appropriate lines in the Evaluator's Record for Airline Transport Certificate/Rating Only section for an applicant applying for an ATP certificate and/or a type rating, even if the type rating is applied for at the commercial or private level. (An ATPE also completes the Designated Examiner's Report section of the form.)

(9) The examiner does not mark any blocks or boxes in the Inspector's Report section.

(10) The examiner checks the appropriate boxes and enters the required information on each line for applicant identification in the Attachments section.

C. Change of Name. An examiner shall compare the applicant's name on the application and the name on the person's current certificate, if any. If the applicant's name has changed since the current certificate was issued, the examiner shall refer the applicant to the FSDO. The FSDO will process the applicant's request for a change to personal data and issue a temporary certificate bearing the applicant's correct name. After this is

accomplished, the examiner may accept the airman's application for a practical test.

43. PREPARATION OF THE CERTIFICATION FILE. The examiner who conducts a certification practical test is responsible for the completeness and accuracy of the certification file. At the conclusion of the practical test, the examiner must complete the certification file, indicating approval or disapproval of the application, as appropriate.

A. Approved Application. The examiner shall approve an application for airman certificate and/or rating and issue a temporary certificate only after the examiner determines that:

- (1) the applicant meets all eligibility requirements and has satisfactorily met the applicable practical test standards;
- (2) the prepared temporary certificate bears the correct ratings and limitations; and
- (3) the certification file is accurate and complete.

B. Disapproved Application. If the examiner disapproves an application, the examiner prepares FAA Form 8060-5, Notice of Disapproval of Application. The examiner SHOULD NOT ACCEPT an application until the examiner has determined that the applicant is eligible for the certificate or rating sought. A practical test begins when the examiner accepts the airman's application. (See paragraph 39 of this section regarding procedures for applicants having illegal substance convictions.)

- (1) The typed original of the Notice of Disapproval of Application is made a part of the certification file.
- (2) The examiner ensures that the certification file is accurate and complete.

C. Disposition of File. The examiner shall mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the practical test. Airman Certification Rating Application (ACRA) files may be sent directly to AFS-760.

D. NDPER Examiners. An NDPER examiner who conducts a practical test in a vintage airplane under the provisions of the NDPER Program, shall mail the completed certification file to the FSDO holding the examiners DPE certificate of authority, regardless of where the test was conducted, not later than 5 days after the completion of the practical test.

45. REVIEW OF AN EXAMINER'S DECISION. An applicant who is not satisfied with an examiner's decision may obtain another practical test or appropriate reevaluation from an inspector without prejudice. In such cases, the applicant will be given the complete test, including any phases already approved by the examiner. The applicant will prepare a new FAA Form 8710-1 and the inspector will complete a new certification file. Following the retest, both the examiner's and the inspector's certification files are forwarded to AFS-760. The inspector's report determines if a certificate is issued. The inspector will discuss the test results with the applicant and answer any questions relevant to the evaluation. The inspector may also discuss the test results with the examiner separately.

47. ISSUANCE OF A TEMPORARY AIRMAN CERTIFICATE. An examiner must issue an FAA Form 8060-4, Temporary Airman Certificate, each time the examiner issues or reissues a pilot certificate. Temporary certificates are valid for 120 days.

A. Preparation of the Temporary Certificate. Information entered on the temporary certificate must match the information contained on the applicant's Airman Certificate and/or Rating Application, not the data on the superseded certificate. All entries made on the temporary certificate must be clear. It is preferable to use capital letters. The temporary certificate is microfilmed and a sharp, clear original is essential. The temporary certificate is prepared in duplicate. The typed original is made a part of the certification file and the carbon copy given to the applicant. If there are any entries that might be misunderstood, the examiner should write an explanation of the entry on a separate sheet of paper and attach the paper to the certification file.

(1) When a temporary certificate changes an airman's certificate to a higher grade, except as noted in paragraphs (a) and (b) below, all type ratings shown on the superseded certificate WITHIN CATEGORY AND CLASS are brought forward to the higher grade of certificate. If a type rating on the superseded certificate is limited to visual flight rules (VFR), that limitation is carried forward to the higher grade of certificate. (Type ratings limited to VFR may be upgraded to the ATP level without further testing.)

(a) For military pilots applying under the provisions of section 61.73(d)(3), an AIRPLANE type rating may be upgraded to the ATP level; however, a helicopter type rating (an aircraft OTHER than airplane category and type) added to an ATP certificate is limited to commercial privileges.

(b) A type rating for a single-place (single pilot station) airplane may NOT be upgraded to the ATP level.

(2) If an applicant qualifies for more ratings and/or limitations than can be placed on one temporary airman certificate, more than one temporary certificate should be used. Each certificate shall fully identify and describe the holder and bear a notation to show how many forms comprise the complete certificate; e.g., "Card 1 of 2." (See figure 5-6.)

B. Issuance of a Handwritten Temporary Certificate. An examiner in the field who has no access to a typewriter may issue a handwritten temporary certificate provided the examiner prints all necessary information legibly in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the certification file. The applicant need not sign the typewritten certificate, but must sign the handwritten original and carbon copy.

C. Social Security Number. Applicant disclosure of the social security number (SSN) for an airman certificate is optional. If the applicant does not wish to disclose the SSN, no attempt shall be made to secure the number and the word "Pending" shall be used in lieu of a SSN.

D. Change of Certificate Number. A change of certificate number to correspond with the applicant's SSN may be made when the certificate is reissued for another reason; e.g., after a practical test. The applicant must submit a signed, dated, written request to the examiner to make this change. The examiner attaches this written request to the applicant's certification file.

E. Reissuance of a Certificate. Applicants requesting reissuance of an airman certificate to correct or change personal data must be referred to the FSDO. However, an airman certificate may be reissued by an examiner when the applicant requests only that the certificate number be changed to correspond with the applicant's SSN. The certification file must include the applicant's completed FAA Form 8710-1, the temporary certificate bearing the applicant's SSN, and the superseded airman certificate.

49. LIMITATIONS. Limitations related to a specific grade of certificate are detailed in the chapter for that grade of certificate. The following limitations are general and may apply to more than one grade of certificate.

A. English Language. The certificate of an airman who does not read, speak, or understand English adequately must bear the limitation, "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH." This limitation may be removed only by an inspector.

B. Hearing and/or Speech Impaired Airmen. The certificates of hearing impaired and/or speech impaired airmen must bear the

limitation, "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO." This limitation may be removed only by an inspector.

C. Glider Pilot Certificates. The airman certificate of a glider pilot shall bear a limitation reflecting the launch capabilities the pilot demonstrates during the practical test. Ground tow includes winch launch, automobile tow, and pulley launch.

(1) The limitation, "AERO TOW," is placed on the certificate of a glider pilot who does not demonstrate ground tows.

(2) The limitation, "GROUND TOW," is placed on the certificate of a glider pilot who does not demonstrate aero tows.

(3) The limitation, "SELF LAUNCH," is placed on the certificate of a glider pilot who demonstrates motorized glider or powered sailplane self-launches only.

(4) The certificate of a glider pilot who demonstrates both aero tows and ground tows is not limited. Under current regulations, any person with a glider rating, regardless of the tows demonstrated, automatically has self-launch privileges.

(5) An applicant may have a glider tow limitation removed by presenting an FAA Form 8710-1 endorsed by an appropriately rated flight instructor to an examiner and satisfactorily completing a practical test.

D. Center Thrust. A certificate issued for a multiengine class or type rating based on a practical test in a multiengine airplane which has no published minimum controllable airspeed (V MC ) must bear the limitation, "AIRPLANE MULTIENGINE LAND - LIMITED TO CENTER THRUST." (See figure 5-8.)

(1) An To have a center thrust limitation removed from an airman certificate, an applicant must demonstrate competency in an airplane with asymmetrical thrust.

(2) The civilian and military aircraft listed below have no V MC established by the manufacturer. Other aircraft not listed, and for which there is no published data on V MC , are also restricted to center thrust only.

(a) C-336 Cessna Skymaster

(b) C-337 Cessna Super Skymaster

(c) T-2B/C Rockwell Buckeye

(d) T-37 Cessna 318

- (e) T-38 Northrop Talon
- (f) F-4 McDonnell-Douglas Phantom
- (g) F-111 General Dynamics F111
- (h) F-18A Northrop/McDonnell-Douglas Hornet
- (i) A6-E Grumman American Intruder
- (j) A-10 Fairchild Republic Thunderbolt II
- (k) F-15 McDonnell-Douglas Eagle

(3) The center thrust restriction is not placed on the airman certificate when the airplane has a V MC established in its type certificate data sheet or published in its approved flight manual.

(4) If the holder of a certificate with the center thrust restriction can show that the limitation was issued in error, the limitation can be removed upon application by the airman. A new temporary airman certificate is issued without the center thrust limitation.

(5) The FAA may add or delete aircraft models from the list in subparagraphs D(2)(a) through (k) of this section, as necessary. The examiner should consult the supervising FSDO if there is any question whether or not an airplane requires a center thrust limitation. If necessary, the FSDO may route the inquiry to FAA Headquarters, General Aviation and Commercial Division, Airman Certification Branch, AFS-840.

(6) In the case of an applicant who requests issuance of a multiengine class or type rating in an aircraft not listed in subparagraphs D(2)(a) through (k) of this section and for which the manufacturer has not provided evidence of a V MC , the examiner should refer the applicant to the appropriate FSDO. The FSDO will forward all available data to FAA headquarters, General Aviation and Commercial Division, AFS-800, for review and determination whether any limitations are necessary.

51. ISSUANCE OF A NOTICE OF DISAPPROVAL OF APPLICATION. In case of the disapproval of a practical test by an examiner, the examiner completes FAA Form 8060-5, Notice of Disapproval of Application. (See figure 5-9.)

A. Preparation of a Notice of Disapproval of Application. The Notice of Disapproval of Application must be prepared in duplicate. The typed original is made a part of the certification file and the

carbon copy given to the applicant. The notice may be handwritten but a typed original, signed by the examiner, must accompany the certification file.

**B. Unsatisfactorily Performed or Not Completed Areas of Operation.**

All required areas of operation which were unsatisfactorily performed or not completed must be listed on the Notice of Disapproval of Application.

(1) The number of practical test failures by the applicant for the certificate or rating sought must be placed on the notice.

(2) Because not all tasks are performed by flight instructor applicants, the specific tasks that were unsatisfactory, as well as the unsatisfactory areas of operation, should be listed.

**C. Credit Given for Satisfactory/Completed Areas of Operation.**

An applicant for retesting should receive credit for those areas of operation satisfactorily completed; however, an examiner may re-examine an applicant on any area of operation required for the certificate or rating sought. If an examiner has reason to doubt an applicant's competence in areas for which the applicant received credit during a previous test or if more than 60 days have elapsed since the previous practical test, the examiner shall re-examine the applicant on all areas of operation required for that certificate or rating.

(1) An applicant who has lost the Notice of Disapproval of Application should obtain a copy from AFS-760 or the examiner who conducted the previous test.

(2) If the applicant has not obtained a copy, the applicant must have an instructor's recommendation and complete the entire practical test. No credit will be given for areas of operation previously completed.

**53. FOREIGN LICENSES AND MEDICAL CERTIFICATION.** There are two types of U.S. pilot certificates that a foreign pilot may hold: a restricted U.S. airman certificate issued on the basis of the applicant's foreign pilot license, and a standard U.S. airman certificate issued on the basis of the applicant's having met the part 61 requirements for the certificate or rating sought.

**A. Foreign License.** A restricted U.S. airman certificate may be issued on the basis of a foreign pilot license if the foreign license is valid and was issued by the appropriate agency of an International Civil Aviation Organization (ICAO) member state. Due to rapidly changing national boundaries and identities, an airman may present a pilot license issued by a country whose geographical identity has changed. If the country was an ICAO member state under

a different name at the time the valid license was issued, the ICAO status of the license is acceptable regardless of the country's change of identity and/or name. (See figure 5-10.)

(1) If there is any question regarding the ICAO status of a new country or country whose identity has changed, contact AFS-800 for guidance.

(2) The applicant must be able to read, speak, and understand the English language. Otherwise any certificate issued must bear the appropriate limitation. (See paragraph 49 of this section.)

B. Additional Ratings. Aircraft ratings may be added to a restricted U.S. airman certificate issued on the basis of a foreign pilot license if the applicant meets the requirements of part 61 and satisfactorily completes a practical test. Each rating added to the restricted U.S. airman certificate must have the notation, "U.S. TEST PASSED," immediately following the rating to which the notation applies.

C. Applications Accepted by Examiners. Examiners may accept applications from persons who hold a foreign license and meet the part 61 requirements for a standard U.S. airman certificate. Examiners may also accept applications for an added rating to a restricted U.S. certificate if the rating is to be issued on the basis of a practical test as indicated in paragraph B of this section.

D. Added Ratings Based on an Additional Rating on the Foreign License. An airman who has obtained an additional rating on the foreign pilot license on which issuance of a restricted U.S. certificate was based may apply to an MC/FPE or to an FSDO to have the additional rating on the foreign license added to the applicant's restricted U.S. certificate. This certification function may be done by an MC/FPE only if the designating FSDO has authorized the examiner to perform this task.

E. Status of Restricted Certificates. A restricted U.S. airman certificate issued on the basis of a foreign pilot license contains the statement, "ISSUED ON THE BASIS OF AND VALID ONLY WHEN ACCOMPANIED BY [ enter name of country ] PILOT LICENSE NUMBER [ enter number of foreign license ]. ALL LIMITATIONS AND RESTRICTIONS ON THE [ enter name of country ] PILOT LICENSE APPLY." This limitation applies to all limitations and restrictions on the foreign license. The limitations can be removed or changed only when the foreign license is amended by the issuing country or when the airman satisfactorily takes the knowledge and practical tests for a standard U.S. airman certificate.



(1) A restricted U.S. airman certificate issued on the basis of a foreign pilot license cannot grant privileges that are not conferred by the foreign pilot license.

(2) A certificate issued under the provisions of section 61.75 DOES NOT SATISFY ANY OF THE REQUIREMENTS OF PART 61 FOR THE ISSUANCE OF A FLIGHT INSTRUCTOR CERTIFICATE. A flight instructor applicant must hold a standard U.S. airman certificate.

F. Limitations. A restricted U.S. airman certificate issued on the basis of a foreign pilot license contains the limitation, "NOT VALID FOR AGRICULTURAL AIRCRAFT OPERATIONS" or " NOT VALID FOR THE CARRIAGE OF PERSONS OR PROPERTY FOR COMPENSATION OR HIRE OR FOR AGRICULTURAL AIRCRAFT OPERATIONS,"as appropriate to the grade of certificate. Those limitations on a restricted certificate/foreign pilot license apply to additional ratings subsequently added to the restricted certificate. For example, an applicant who holds a restricted U.S. commercial certificate with an airplane single-engine land (ASEL) rating wishes to add a multiengine land rating. The restricted certificate issued on the basis of the applicant's foreign license, bears the limitation, "NOT VALID FOR THE CARRIAGE OF PERSONS OR PROPERTY FOR COMPENSATION OR HIRE OR FOR AGRICULTURAL AIRCRAFT OPERATIONS." If the applicant adds a multiengine rating (U.S. TEST PASSED) to this certificate, the limitation regarding flying for compensation or hire will be applicable to the multiengine rating.

(1) The practical test for an additional rating to a restricted U.S. certificate issued on the basis of a foreign pilot license does not remove any existing limitations on the restricted certificate and must be accomplished within the restrictions and limitations imposed by the foreign license; it does allow the airman to add an aircraft rating to the restricted certificate without taking the knowledge test pertinent to the grade of certificate (private or commercial).

(2) In order to qualify for a standard U.S. airman certificate (not limited regarding flying for compensation or hire), the applicant must meet all of the applicable requirements of part 61 and satisfactorily complete the appropriate KNOWLEDGE AND PRACTICAL TESTS FOR THE GRADE OF CERTIFICATE SOUGHT.

(3) Additional aircraft ratings added to a restricted certificate issued on the basis of a foreign certificate shall be added only at the same or lower grade of certificate; e.g., an ASEL rating at the commercial level cannot be added to a restricted private pilot certificate. However, an ASEL rating limited to private pilot privileges can be added to a restricted commercial certificate.

(4) When a type rating is shown on restricted U.S. airman certificate issued on the basis of a foreign pilot license, the type rating is limited to VFR only if the pilot has not demonstrated instrument competency in that type of aircraft.

G. Requirements for an Additional Aircraft Rating. To take a practical test for a rating to be added to a restricted certificate issued on the basis of a foreign license, the applicant must show flight experience on FAA Form 8710-1, in Section III, Record of Pilot Time, that meets the requirements of part 61 for the original issuance of the pertinent grade of certificate. For example, in order to add a rating to a restricted U.S. private pilot certificate that was issued on the basis of a foreign license, the holder must show that the night time required by part 61 for private pilot certification has been met. (The applicant might not have logged any night time in acquiring the foreign license; however the restricted U.S. certificate issued to the applicant on the basis of that foreign license would not bear a limitation barring night flying unless the foreign license was so limited.) Also, if an applicant wishes to add airplane multiengine (U.S. TEST PASSED) to a restricted U.S. private pilot certificate with airplane single-engine privileges, the applicant must show all of the experience required by part 61 for the private pilot certificate.

H. More Than One Certificate. A foreign pilot may hold both a restricted U.S. airman certificate and a standard U.S. airman certificate at the same time if the restricted certificate issued on the basis of a foreign pilot license was obtained before the applicant obtained a standard U.S. airman certificate by meeting the part 61 requirements.

(1) The applicant may retain the restricted certificate so that privileges later added to the pilot's foreign license by the country of origin can then be placed on the restricted U.S. certificate, as appropriate. If the applicant does not anticipate further need for the restricted certificate, the examiner may attach it to the certification file.

(2) If the restricted private pilot U.S. certificate issued on the basis of a foreign license contains ratings not shown on the standard U.S. commercial certificate, the applicant must retain the restricted U.S. pilot certificate in order to exercise those privileges. For example, an applicant holds a private pilot certificate issued on the basis of a foreign license with ASEL and glider ratings. The pilot takes the knowledge and practical tests for a U.S. commercial pilot certificate with an ASEL rating. That pilot would need to retain the private pilot certificate issued on the basis of a foreign certificate in order to exercise glider privileges.

(3) Ratings on a restricted pilot certificate issued on the basis of a foreign pilot license ARE NOT CARRIED FORWARD to a standard U.S. airman certificate subsequently obtained by the applicant unless that applicant satisfactorily completes a practical test for the rating shown on the restricted certificate. An examiner shall not place any rating from a restricted certificate on a subsequently issued standard U.S. airman certificate unless the rating on the restricted certificate includes the notation, "U.S. TEST PASSED."

(4) When an applicant obtains a standard U.S. airman certificate by meeting the requirements of part 61 and retains the restricted certificate issued on the basis of a foreign pilot license, a different certificate number is used for the second certificate. The examiner attaches a note to the certification file stating that applicant has retained the first certificate to exercise privileges not contained on the second certificate.

I. Instrument Rating. There are two ways for an applicant with a restricted certificate issued on the basis of a foreign pilot license to exercise instrument privileges.

(1) If the applicant holds instrument privileges on the foreign pilot license and the applicant passes a short instrument knowledge test for foreign pilots, an inspector or an MC/FPE can authorize instrument privileges on a restricted U.S. certificate. Examiners, other than MC/FPE's, cannot perform this function. In this case, the notation, "U.S. TEST PASSED," will NOT appear on the restricted certificate.

(2) If an applicant meets the requirements of part 61 for an instrument rating, passes the regular instrument knowledge test, and satisfactorily completes the instrument rating practical test, the applicant's airman certificate will indicate instrument privileges with the notation, "U.S. TEST PASSED."

(3) If a restricted private pilot certificate issued on the basis of a foreign license authorizes instrument privileges WITHOUT the notation, "U.S. TEST PASSED," and the applicant subsequently obtains a standard U.S. commercial pilot certificate, an instrument rating IS NOT transferred to the commercial certificate. The applicant retains the restricted private pilot certificate in order to exercise instrument privileges at the private pilot level.

(4) If a restricted private pilot certificate issued on the basis of a foreign license indicates instrument privileges with the notation, "U.S. TEST PASSED," and the airman subsequently obtains a standard U.S. commercial pilot certificate, the instrument rating is carried forward to the commercial certificate. There is one

exception. If the initial test for a standard U.S. certificate is taken in a multiengine airplane for VFR privileges only, the instrument rating could not be carried forward.

J. Medical Endorsement or Certificate. Some foreign countries place a medical endorsement on the pilot license in lieu of issuing a separate medical certificate. If the medical endorsement on a foreign pilot license expires and its expiration does not cause the foreign pilot certificate to be invalid, the pilot may continue to exercise the privileges of the restricted certificate issued on the basis of the foreign license if the pilot has a current FAA medical certificate. However, if the foreign pilot license must have a current medical endorsement to make it valid, an FAA medical certificate alone will not satisfy the regulations. The foreign pilot license must be current in order for a U.S. pilot certificate issued under section 61.75 to be valid.

(1) An applicant may apply for an additional rating to a restricted U.S. certificate issued on the basis of a foreign pilot license, using the current foreign medical certificate or endorsement that validates the foreign pilot license. The applicant may also present a current FAA medical certificate if the foreign pilot license does not require a current medical endorsement in order to be valid.

(2) An applicant for a standard U.S. airman certificate at any grade must present a current FAA medical certificate appropriate to the grade of certificate sought.

55. PART 141 STAGE CHECKS. Examiners may conduct part 141 stage checks. Students enrolled in part 141 pilot school courses are required to take stage checks to determine if the student has accomplished the objectives of the completed stages of training.

A. Syllabus and Course Standards. DPE's administering part 141 stage checks must review the pilot school's syllabus and use the appropriate stage completion standards to determine if the student satisfactorily completes the stage check.

B. Application. An applicant for a part 141 stage check must present, completed in duplicate, an FAA Form 8710-1. The examiner should verify that the form is marked to indicate application for a part 141 stage check and that it indicates the number of the stage to be checked.

C. Completion of the Form. The examiner notes on the form the number of the stage check which has been accomplished, the pilot school's name, and the outcome of the stage check. (See figure 5-11.)

(1) The examiner retains one copy of the form and forwards the other copy to the pilot school.

(2) If the pilot school is without the services of a chief flight instructor, the examiner makes an additional copy of the form and forwards it to the appropriate FSDO.

57. BLUE SEAL CERTIFICATES. If an applicant applies to an examiner for the exchange of a pilot certificate with a black seal for a pilot certificate with a blue seal, the examiner should refer the person to the FSDO. This action can be accomplished only by an inspector.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires current designation as a DPE, at least a third-class medical certificate, knowledge of part 61 and all applicable PTS, and may require authorization as an NDPER examiner.

B. Coordination. This task may require coordination with an operations inspector.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Part 61

All applicable PTS

#### B. Forms.

FAA Form 8710-1, Airman Certificate and/or Rating Application.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

#### C. Job Aids.

Sample figures

### 5. PROCEDURES.

A. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. Compare the

applicant's identification documents with the personal information on FAA Form 8710-1.

(1) Check the airman identification box and enter the form of identification, the number, and the expiration date, if any, on the appropriate lines of the Attachments section on the FAA Form 8710-1.

(2) If the applicant prefers to use a post office box or resides on a rural route, boat, or other location requiring a post office box number or rural route number, attach the applicant's signed disclosure of this information to the certification file.

(3) If an alternative method of identification must be used, contact the FSDO for authorization. If authorized, disclose the procedures used on a separate sheet of paper and attach the sheet to the certification file.

(4) If the applicant's identity cannot be verified due to lack of acceptable documents, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification. If necessary, direct the applicant to the FSDO to complete the identification process.

(5) If it appears that the applicant's identity is different than that represented on the FAA Form 8710-1 or that an attempt at falsification has been made, do not continue the process. Notify the FSDO.

B. Inspect the Application. Check the applicant's FAA Form 8710-1 for accuracy. Ensure that the applicant has completed the appropriate portions of the application correctly and signed and dated the form. (See Special Emphasis Items, section 1, paragraph 41B, of this chapter.)

(1) Verify that the data presented corresponds to the applicant's logbook and/or other records.

(2) If an instructor endorsement is required for the certificate or rating sought, ensure that the flight instructor has signed Instructor's Recommendation section of the form no more than 60 days before the application was submitted.

(3) Determine whether the applicant is eligible for the certificate/rating sought.

(4) If a discrepancy that cannot be immediately corrected exists, return the application to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(5) After determining that the applicant is eligible and meets all prerequisites for the certificate/rating sought, accept the application and conduct the practical test.

C. Issue Letter of Discontinuance. If the practical test is discontinued for reasons other than unsatisfactory performance by the applicant, prepare a letter of discontinuance.

(1) Include the date of the test and all pertinent applicant, aircraft, and practical test information. (See figure 5-1.)

(2) Note the reason for the discontinuance and add a brief explanation.

(3) List the portions of the practical test that were successfully completed.

(4) State that the letter of discontinuance does not extend the expiration date of the knowledge test report.

(5) State that the applicant may use the letter of discontinuance to show portions of the test that have been completed satisfactorily if application is made within 60 days from the date of the letter.

(6) State the date after which the entire practical test must be repeated.

(7) Return the application and all submitted documents to the applicant with the original copy of the letter of discontinuance.

(8) Retain one copy of the letter.

D. Issue a Temporary Airman Certificate. Issue FAA Form 8060-4, Temporary Airman Certificate, when the applicant has met all requirements for the certificate/rating sought.

(1) Prepare FAA Form 8060-4 in duplicate.

(2) When furnished, enter the applicant's SSN, without dashes or spaces, below Line III of FAA Form 8060-4 as the certificate number. This does not apply to reissued certificates with a number other than the applicant's SSN.

(3) On a reissued certificate, the previously assigned certificate number will continue to be shown below Line III. Enter the applicant's SSN immediately above the Date of Birth block.

(4) If the SSN is not provided by the applicant, enter "PENDING" below Line III. The permanent airman certificate will be assigned a number by AFS-760. In this case, make no entry above the Date of Birth block.

(5) Enter the applicant's name as it appears on the application on Line IV. However, when "NMN" is used on the application, omit the acronym on FAA Form 8060-4.

(6) Enter the applicant's address as it is shown on the application on Line V of FAA Form 8060-4. If the applicant wants the permanent certificate mailed to a different address, have the applicant write a note showing the address to which the permanent certificate should be sent and attach the note to the file.

(7) Enter the date of applicant's birth. Use two-digit numbers in the following order: month, day, year.

(8) Enter the applicant's height in inches rounded to the nearest inch.

(9) Enter the applicant's weight in pounds rounded to the nearest pound.

(10) Enter the color of the applicant's hair. Do not use abbreviations. Enter the color as BLACK, RED, BROWN, BLOND, or GRAY. If the applicant is bald, enter "BALD." If the applicant wears a wig or toupee, enter the color of hair under the wig or toupee.

(11) Enter the color of the applicant's eyes. Do not use abbreviations. Enter the color as BLUE, BROWN, BLACK, HAZEL, GREEN, or GRAY.

(12) Enter the applicant's gender as M or F.

(13) If the applicant is a citizen of the U.S., enter the applicant's nationality as USA. If the applicant is a citizen of another country, enter the name of that country; e.g., "GERMANY," not "GERMAN."

(14) Enter the grade of certificate below Line IX; e.g., "RECREATIONAL PILOT," "PRIVATE PILOT," "COMMERCIAL PILOT," or "AIRLINE TRANSPORT PILOT."

(15) Enter the ratings associated with the certificate on Line XII.

(16) Enter the applicable limitations, if any, above Line XIII. If there is insufficient room to include all ratings and



limitations on one temporary certificate, use more than one certificate.

(17) Check the appropriate box to indicate whether this is an original issuance or a reissuance of this grade of certificate.

(18) Enter the date of the superseded airman certificate. This date is the date of issuance on the airman's previous certificate. Use two-digit numbers in the following order: month, day, year.

(19) Enter the date of issuance below Line X in the same format as explained in subparagraph (18) above. The date of issuance is the date of completion of the practical test.

(20) Type the examiner's name, leaving room for the examiner's signature above the typewritten name.

(21) Enter the examiner's designation number.

(22) Enter the date the examiner's designation expires. Use two-digit numbers.

(23) Ensure that all entered information is correct and corresponds to information on the application.

(24) Ask the applicant to verify that all data on the certificate is correct and sign the temporary certificate on Line VII in ink.

(25) Sign the temporary certificate below Line X in ink and give the applicant the carbon copy.

(26) Attach the original copy to the certification file.

E. Issue a Notice of Disapproval of Application. When the applicant's performance is unsatisfactory in the demonstration of knowledge and/or skill, inform the applicant of the reasons for the disapproval and issue a Notice of Disapproval of Application.

NOTE: The knowledge and skill portions of the test are not separate entities. If either is unsatisfactory, the examiner disapproves the entire practical test.

(1) Prepare FAA Form 8060-5 in duplicate, making all entries in the indicated blocks.

(2) Enter the applicant's name and address as they appear on the application.

(3) Indicate the certificate or rating sought.

(4) Check the box marked "Practical" if there were unsatisfactory items on either the knowledge or the skill portion of the test.

(5) Enter the make and model of the aircraft used for the test.

(6) Enter the applicant's PIC or solo, instrument, and dual flight times as recorded in the applicant's logbook.

(7) Enter all areas of operation that were performed unsatisfactorily or not completed during the practical test.

(a) For applicants other than flight instructor applicants, specific tasks that were unsatisfactory need not be entered; however, if space permits, note the specific deficiencies which caused the failure.

(b) For flight instructor applicants, list the specific tasks that were unsatisfactory as well as the unsatisfactory areas of operation.

(8) Enter the number of practical test failures by the applicant for the certificate or rating sought.

(9) Enter the date of the practical test.

(10) Sign the Notice of Disapproval of Application in ink.

(11) Enter the examiner's designation number.

(12) Give the applicant the carbon copy of the Notice of Disapproval of Application and attach the original copy to the certification file.

F. Prepare Certification File. At the conclusion of the practical test or, if no practical test takes place, at the conclusion of the certification function, complete the certification file.

(1) Complete the Designated Examiner's Report section of the form, entering the required information.

(a) Check the box indicating that the examiner has personally reviewed the applicant's logbook and certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate or rating sought.

NOTE: This box must be checked for part 141 graduates to ensure compliance with section 61.71.

(b) Check all other appropriate boxes and enter the required information in ALL applicable blocks in the Designated Examiner's Report section. Ensure that the ground, simulator, and flight times, as applicable, are noted.

(c) If more than one aircraft was used for the practical test, provide the types/registration numbers of all aircraft used.

(d) Enter the date of the practical test and sign the Designated Examiner's Report section.

(2) If the applicant is applying for an ATP certificate and/or a type rating, complete and sign the appropriate lines in the Evaluator's Record for Airline Transport Certification/Rating Only section.

(3) Verify that the airman identification information entered in the Attachments section is complete.

(4) Check all of the appropriate boxes in the Attachments section and add the attachments to the completed FAA Form 8710-1.

(5) Mail the completed certification file to the supervising FSDO no later than 5 DAYS AFTER THE COMPLETION OF THE PRACTICAL TEST.

(a) If the examiner is designated by more than one FSDO, send the certification file to the FSDO in whose area the test originated.

(b) If the test was conducted under the provisions of the NDPER Program, send the certification file to the designating FSDO, regardless of the area where the test originated.

G. Prepare a Record of a Part 141 Stage Check. Accept an FAA Form 8710-1 from the applicant before the stage check. Ensure that the Other box in Section I has been checked and "141 Stage Check" has been entered on the adjacent line.

(1) Verify the applicant's identity and ensure that the applicant has completed the appropriate blocks of FAA Form 8710-1 correctly. (No entry is made in Section II of the form for a 141 stage check.)

(2) Enter the airman identification information in the Attachments section of the form.

(3) After conducting the stage check, mark the box in the Designated Examiner's Report section indicating that the examiner has personally tested and/or verified the applicant in accordance with pertinent procedures and standards.

(4) Check the Approved or Disapproved box, as appropriate, and cross out the words following "Approved" or "Disapproved."

(5) Enter the name of the pilot school and indicate the stage number of the check conducted in the lower right corner of the block.

(6) Enter "141 Stage Check (Stage X )" in the Certificate or Rating for Which Tested block.

(7) Enter the remaining information indicated in the Examiner's Report section and sign the Examiner's Signature block.

(8) Retain one copy of the completed FAA Form 8710-1 for the examiner's files and forward the other copy to the applicant's pilot school. If the pilot school is without the services of a chief pilot, make an additional copy of the form and send it to the FSDO which holds the pilot school's certificate.

7. TASK OUTCOMES. Successful completion of this task results in standard application of general procedures for practical tests, certification functions, and part 141 stage checks. It also results in correct examiner processing of certification files and documents.

#### 9. FUTURE ACTIVITIES.

A. The examiner conducts certification functions, practical tests, and part 141 stage checks, as authorized.

B. The examiner completes certification files.

FIGURE 5-1

#### SAMPLE LETTER OF DISCONTINUANCE

[ applicant's name and address ]

Dear XXXXXXXXXXXXXXXXXXXX :

On this date, [ enter date ], you successfully completed a portion of the practical test indicated below:

Certificate/Rating:

Recreational    Private    Commercial    ATP

Additional Aircraft Category/Class Rating:

ASEL    ASES    AMEL    AMES    Glider

Rotorcraft-Helicopter    Rotorcraft-Gyroplane    LTA-Free Balloon  
LTA-Airship

Instrument Rating:    Airplane    Helicopter

Type Rating:    Aircraft Type:    [    enter type    ]

Flight Instructor:    Initial    Renewal    Reinstatement    Addt'l  
Instructor Rating    [    enter rating    ]

Aircraft Used:    Registration #:    Make/Model:

The practical test was discontinued because of:    [    indicate  
reason    ]

If application is made by    [    enter date 60 days from date of  
test    ], this letter may be used to show the following portions of  
the practical test which have been completed satisfactorily:

[ list areas of operation satisfactorily completed ]

AFTER [ expiration date ], YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your knowledge test results, your graduation certificate, airman medical certificate, or the required instructor endorsements.

Sincerely,

[ examiner's signature ]

Designation Number: XXXXXXXXXXXX

FIGURE 5-2

LIST OF SHORT TESTS AUTHORIZED

Rating Held (Required)	Rating Sought	Short Test
Instrument-Airplane		
Instrument-Helicopter		
IHS		
Instrument-Helicopter		
Instrument-Airplane		
IAS		
Flight Instructor-Airplane		

Flight Instructor-Gyroplane  
GFA

Flight Instructor-Airplane  
Flight Instructor-Helicopter  
HFA

Flight Instructor- Instrument-Helicopter  
Flight Instructor- Instrument-Airplane  
AIF

Flight Instructor- Instrument-Airplane  
Flight Instructor- Instrument-Helicopter  
HIF

Flight Instructor-Gyroplane  
Flight Instructor-Airplane  
AFA

Flight Instructor-Gyroplane  
Flight Instructor-Helicopter  
HFA

Flight Instructor-Helicopter  
Flight Instructor-Airplane  
AFA

Flight Instructor-Helicopter  
Flight Instructor-Gyroplane  
GFA

Flight Instructor- Airplane or Helicopter  
Flight Instructor-Glider  
AFG

ATP-Airplane  
ATP-Helicopter  
ARH

ATP-Helicopter  
ATP-Airplane  
ARA

Recreational Pilot-Airplane  
Private Pilot-Airplane  
PAT

Recreational Pilot-Helicopter  
Private Pilot-Helicopter  
PHT

Recreational Pilot-Gyroplane  
Private Pilot-Gyroplane  
PGT

FIGURE 5-3

SAMPLE COMPUTER TEST REPORT

FIGURE 5-4

LETTER FROM 141 SCHOOL WITH KNOWLEDGE TEST EXAMINING AUTHORITY



(SCHOOL LOGO)

Federal Aviation Air Agency Certificate Number: XXXX

This certifies that:

[ Name ]

[ Address ]

has satisfactorily completed each required stage and the test for those stages in the program of study as prescribed in part 141, subpart D, Examining Authority, Title 14 of the Code of Federal Regulations. The applicant is issued this document as evidence of meeting the Federal Aviation Administration knowledge test requirements for pilot certification.

(If Applicable)

Note: Knowledge testing and grading for instructor certificates and ATP ratings was conducted in accordance with exemption number XXXX to section 141.65, dated XXXX .

FINAL EXAMINATION RESULTS:

Test: XXXXX

Date of Test: XXXXX

Expiration Date: XXXX

Take Number: XXXX

Grade: XXXX

Subject Areas Failed: XXXXXX

XXXXXX

XXXXXX

[ Signature ]

[ Printed Name ],

Chief Instructor

FIGURE 5-5

FAA FORM 8710-1

FIGURE 5-5

FAA FORM 8710-1 (CONTINUED)

FIGURE 5-6

TWO-PAGE TEMPORARY AIRMAN CERTIFICATE

FIGURE 5-7

GLIDER TOW LIMITATIONS

FIGURE 5-8

CENTER THRUST LIMITATION

FIGURE 5-9

NOTICE OF DISAPPROVAL OF APPLICATION

FIGURE 5-10

LIST OF ICAO MEMBER STATES

FIGURE 5-11

APPLICATION FOR A PART 141 STAGE CHECK

FIGURE 5-11

APPLICATION FOR A PART 141 STAGE CHECK (CONT'D)

## CHAPTER 6. ISSUE A STUDENT PILOT CERTIFICATE

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine an applicant's eligibility for a student pilot certificate under part 61. Successful completion of this task results in the issuance of a student pilot certificate.

3. GENERAL. There are two types of student pilot certificates. An aviation medical examiner issues an FAA Form 8420-2, Student Airman Medical Certificate, to an applicant who meets the requirements of part 61, subpart C, for an unrestricted student pilot certificate. This certificate serves as BOTH a medical certificate and a student pilot certificate. DPE's issue FAA Form 8710-2, Student Pilot Certificate, to qualified student pilot applicants. This certificate serves only as a student pilot certificate. (See figure 6-1.)

A. Applicants with Medical Certificates. An applicant may hold an FAA Form 8500-9, Airman Medical Certificate (white copy). This certificate does not impart student pilot privileges. The applicant must obtain a student pilot certificate from an examiner or the FSDO in order to exercise privileges as a student pilot.

B. Applicants Who Need Medical Certificates. An applicant who intends to pilot aircraft other than gliders or free balloons must hold at least a third-class medical certificate issued within the preceding 24 calendar-months. The medical certificate may be in the form of a Student Airman Medical Certificate or a regular Airman Medical Certificate.

C. Gliders and Free Balloons. An applicant who intends to pilot ONLY free balloons or gliders, including self-launch gliders, need be only 14 years old and need not have an airman medical certificate. On FAA Form 8710-1, the applicant must certify that he or she has no known physical defect which makes the applicant unable to pilot a glider or free balloon.

(1) Student pilot certificates are now issued without the limitations "GLIDER ONLY" or "FREE BALLOON ONLY."

(2) If the holder of a student pilot certificate endorsed for gliders or free balloons desires to pilot a powered aircraft, the applicant must meet the appropriate medical requirements for 14 CFR part 67 and obtain a medical certificate.

D. Limitations. Applicants for student pilot certificates that would require the limitations "NOT VALID FOR FLIGHTS REQUIRING THE

USE OF ENGLISH" or "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO," must be referred to an FAA inspector.

E. Examiner Authorization. An examiner may issue a student pilot certificate to a qualified applicant without regard to the category or class of aircraft the applicant intends to pilot or the category(ies) and class(es) of aircraft or grades of certification authorized by the examiner's Certificate of Authority.

5. NONRENEWABLE. Student pilot certificates are not renewable. Upon expiration of a student pilot certificate, the airman may apply for a new student pilot certificate, using the same process as for the original issuance.

A. Endorsements. The student pilot should keep the original certificate bearing all of the endorsements that remain valid. The holder of an expired student pilot certificate may be issued a new certificate only if the applicant meets the same requirements as for the original certificate.

B. Additional Aircraft Endorsements. If the space for instructor endorsements is full, and the student is seeking endorsements for additional types of aircraft, a DPE may issue a second student pilot certificate clearly marked "For Record Purposes Only." The second student pilot certificate will have the same expiration date as the original. The original is issued to the student and the carbon copy destroyed. (See figure 6-2.)

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61 and designation as a DPE.

B. Coordination. This task requires coordination with the designating FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Part 61, subpart C

#### B. Forms.

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8710-2, Student Pilot Certificate

### C. Job Aids.

Sample figures

## 5. PROCEDURES.

A. Review the Application. Verify that the application is completed in ink or is typewritten and that the information is presented accurately.

(1) In Section I, ensure that the applicant has checked the box labeled "Student."

(2) Ensure that the remainder of the application is filled out according to the guidance in chapter 5, section 1, paragraph 41. (Sections II and III of FAA Form 8710-1 do not have to be completed for issuance of an original student pilot certificate.)

B. Verify Applicant's Identity. Inspect acceptable forms of identification establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the forms of identification with the personal information provided by the applicant on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, immediately report the matter to the supervising FSDO and discontinue the task.

C. Establish Eligibility. Determine if the applicant meets the eligibility requirements for a student pilot certificate. (See section 61.83.)

(1) Determine which category of aircraft the applicant intends to fly.

(a) If the applicant intends to fly gliders or free balloons, the applicant must be at least 14 years of age and complete, sign, and date Block W, Section I of the FAA Form 8710-1.

(b) If the applicant intends to fly airplanes or rotorcraft, the applicant must be at least 16 years of age and hold a current medical certificate.

(2) If a medical certificate is required and the applicant does not have one, advise the applicant to obtain an airman medical certificate or a student medical certificate from an aviation medical examiner.

(3) The applicant must be able to read, speak, and understand the English language. If there is any doubt that the applicant meets this requirement, refer the applicant to the FSDO.

(4) If the applicant is ineligible, inform the applicant how the discrepancies may be corrected. An FAA Form 8060-5, Notice of Disapproval of Application, is not required and should not be issued.

D. Applicant Meets Requirements. If the applicant meets all of the requirements for a student pilot certificate, prepare an FAA Form 8710-2, sign, and have the applicant sign, in ink, both the original and the copy.

(1) The FAA Form 8710-2 must be typewritten.

NOTE: The limitations "GLIDER ONLY" and "FREE BALLOONS ONLY" are no longer issued. The DPE should advise the applicant that a medical certificate is required to solo airplanes, airships, and/or rotorcraft.

(2) Issue the original to the applicant and inform the applicant that the certificate expires 24 calendar-months after the date it was issued.

E. Complete Certification File. Complete and sign the Designated Examiner's Report section of FAA Form 8710-1. Attach the carbon copy of the student pilot certificate to the form and forward the certification file to the supervising FSDO within 5 days. Unless otherwise directed by the FSDO, ACRA certification files may be sent directly to AFS-760.

F. Subsequent Issuance. If a student pilot certificate has expired, issue a new certificate, following the same procedures as for an original issuance. The flight instructor's endorsements on the expired certificate may not be transferred to the new certificate. The student pilot retains the expired certificate as a record of the endorsements.

G. Second Certificate. If there is insufficient space for instructor endorsements for additional types of aircraft on a valid



student pilot certificate, issue a second student pilot certificate and clearly mark on the front of the second certificate, "For Record Purposes Only."

(1) Enter the same expiration date on the second certificate as that shown on the original certificate.

(2) Line out the certificate number on the second certificate.

(3) Issue the original of the second certificate to the student and destroy the carbon copy.

(4) An FAA Form 8710-1 is NOT required for a second certificate and a certification file is not sent forward to the FSDO.

7. TASK OUTCOMES. Successful completion of this task results in the issuance of a student pilot certificate.

#### 9. FUTURE ACTIVITIES.

A. The examiner may issue a new student pilot certificate to the holder of an expired student pilot certificate.

B. The examiner may issue the airman a second student pilot certificate for record purposes only.

C. The applicant may return to the examiner for a recreational pilot or private pilot certification practical test.

FIGURE 6-1

STUDENT PILOT CERTIFICATE/MEDICAL CERTIFICATE

FIGURE 6-2

ADDITIONAL CERTIFICATE FOR RECORD PURPOSES ONLY

## CHAPTER 7. CONDUCT A RECREATIONAL PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for certification as a recreational pilot under part 61, subpart C. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

3. GENERAL. The recreational pilot certificate was established in 1989 for persons seeking a lower cost alternative to the private pilot certificate. The recreational pilot certificate is intended for those persons interested in flying basic, experimental, or amateur-built airplanes and rotorcraft. Recreational pilots must operate in proximity to a home airport and in airspace that does not require communication with air traffic control facilities.

A. Fifty Nautical Mile Limitation. The recreational pilot may not operate beyond 50 nautical miles (NM) of an airport at which the pilot has received ground and flight instruction from an authorized flight instructor. The recreational pilot must land at an airport within 50 NM of the departure airport. However, the recreational pilot who wishes to pursue private pilot certification may acquire additional instruction and the instructor endorsements required in order to conduct solo flights in excess of 50 NM from the airport at which the instruction was received.

B. Eligibility Requirements. To be eligible for a recreational pilot certificate, an applicant must be at least 17 years of age, hold at least a current third-class medical certificate, and meet the applicable requirements of part 61, subpart C. The medical certificate may be FAA Form 8420-2, Student Airman Medical Certificate, or FAA Form 8500-9, Airman Medical Certificate.

(2) If the medical certificate bears any limitation which would make a special medical flight test necessary, refer the applicant to the FSDO.

C. Aeronautical Knowledge. The applicant must meet the aeronautical knowledge requirements of section 61.97.

(1) The applicant must present a knowledge test report as evidence of having passed the knowledge test for a recreational pilot certificate.

(2) An applicant who originally intended to seek private pilot certification and took the private pilot knowledge test, then later decided to become a recreational pilot, must take the recreational pilot knowledge test. The private pilot knowledge test cannot be used to satisfy the requirement for the recreational pilot test.

(3) The holder of a recreational pilot certificate is not required to take a knowledge test in order to add a category rating to a recreational pilot certificate.

D. Aeronautical Experience. The applicant must present acceptable evidence of meeting the minimum aeronautical experience requirements of section 61.99 or 61.100, as applicable.

E. Training. The applicant must have met the applicable presolo training criteria required by section 61.87 and have received instruction in the flight proficiency requirements of section 61.98. The examiner should ensure that all required instruction is documented and all instructor logbook endorsements are present.

F. Aeronautical Skill. The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test prescribed by section 61.96(e). The test shall be conducted in accordance with the appropriate Recreational Pilot PTS.

G. Category and Class Ratings. The category and class of aircraft used for the practical test is placed on a recreational pilot certificate. The following category and class ratings may be originally issued or added to recreational pilot certificates.

(1) Airplane class ratings:

(a) SINGLE-ENGINE LAND

(b) SINGLE-ENGINE SEA

(2) Rotorcraft class ratings:

(a) HELICOPTER

(b) GYROPLANE

H. Limitations. The DPE shall enter the notation, "HOLDER DOES NOT MEET ICAO REQUIREMENTS," on all recreational pilot certificates issued. (See figure 7-1.)

(1) The limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" shall not be entered or removed from a recreational pilot certificate by an examiner without specific authorization to do so from the supervising FSDO. If there is any doubt that the applicant can read, speak, and understand the English language, the examiner must refer the applicant to the FSDO.

(2) The examiner shall enter the limitation "PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NM FROM [ enter name of appropriate island ]" on the certificate of an applicant whose aeronautical experience qualifies the applicant under section 61.99(b). This limitation may be removed by a DPE upon presentation by the applicant of satisfactory evidence of compliance with the requirements of section 61.93(c).

I. Aircraft Supplied for the Practical Test. Applicants may wish to take the practical test in an experimental or home-built aircraft. Examiners must use extreme caution when deciding whether to conduct a recreational pilot practical test in any aircraft with which they are not familiar.

5. ADDITIONAL CATEGORY AND CLASS RATINGS. A recreational pilot seeking an additional category/class rating must meet the appropriate aeronautical knowledge, experience, and instruction requirements, carry a logbook that has been endorsed by an authorized instructor for each solo flight in an aircraft for which the pilot is not rated, and satisfactorily complete the appropriate practical test. A knowledge test is not required.

7. UPGRADING TO A PRIVATE PILOT CERTIFICATE. A recreational pilot who desires certification as a private pilot must meet all

the eligibility requirements for the private pilot certificate, appropriate to the category and class rating sought.

A. Knowledge Test. The applicant must present a knowledge test report for the additional test appropriate to the private pilot certificate sought.

B. Flight Instructor Endorsements. In order to complete all of the additional aeronautical experience requirements required for the private pilot certificate, the recreational pilot must have a logbook endorsement from an authorized instructor for each flight conducted that was not allowed under recreational pilot privileges and limitations.

C. Upgrading to a Different Category. If an applicant holds a recreational pilot certificate in one category of aircraft and satisfactorily completes a practical test for a private pilot certificate in another category of aircraft, the recreational pilot certificate is superseded. The new private pilot certificate notes the category and class of the aircraft used for the private pilot practical test and indicates recreational pilot privileges in the category and class of aircraft that was on the superseded certificate.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, familiarity with the Recreational Pilot Practical Test Standards, and designation as a PE in the applicable category and class.

B. Coordination. This task requires coordination with the supervising FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

Parts 61 and 91

FAA-S-8081-3, Recreational Pilot Practical Test Standards

B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

Sample figures

5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) a student pilot certificate, or an airman certificate if for an additional category/class rating;

(3) an FAA Form 8420-2, Student Airman Medical Certificate, or FAA Form 8500-9, Airman Medical Certificate;

(4) a knowledge test report, if applicable;

(5) a personal logbook or other records substantiating the flight experience shown on the application form;

(6) the aircraft maintenance records;

(7) the aircraft airworthiness certificate;

(8) the aircraft registration;

(9) an acceptable form of photo identification; and

(10) the Federal Communications Commission (FCC) aircraft station license, if applicable.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (10).

(1) If the applicant has not brought all of the necessary documents, explain what is needed and return the documents to the applicant.

(2) Reschedule the appointment if requested to do so.

C. Review Application. Verify that the information on the application is complete and accurate.

(1) In Section I, ensure that the applicant has checked "Recreational." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating" and the appropriate aircraft category.

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information in chapter 5, section 1, paragraph 41.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, immediately report this to the FSDO and discontinue the task.

E. Establish Eligibility. Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a recreational pilot. (See sections 61.96, 61.97, 61.98, 61.99, and 61.100, as applicable.)

(1) Ensure that the applicant's medical certificate is current.

(2) Inspect the applicant's medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary.

(3) Check the record of flight time in Section III of the application to determine if the applicant has the minimum flight experience required for the certificate and rating sought.

(4) Examine the knowledge test report.

(5) If the applicant has checked the Yes box of Section IV of the application, verify that the applicant meets the requirements of section 61.49.



(6) If the applicant is located on an island from which the required flights cannot be accomplished without flying over water, refer to section 61.99(b)(1).

F. Requirements for an Additional Category/Class Rating. The requirements are the same as in paragraph 5E of this section except that the knowledge test is not required.

G. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

I. Conduct Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate sought, accept the application and conduct the practical test in accordance with the guidance in the Recreational Pilot Practical Test Standards and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5C.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test if requested to do so.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

K. Satisfactory Performance. When the applicant has met all requirements for the certificate sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the guidance in chapter 5, section 1, paragraph 47.

(1) Enter the notation "HOLDER DOES NOT MEET ICAO REQUIREMENTS," and enter all appropriate limitations.

(2) Verify that all information on the certificate is correct. Sign the temporary certificate and direct the airman to sign Line VII of the form.

(3) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

L. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the practical test.

(2) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

9. FUTURE ACTIVITIES.

A. The applicant may return for an additional category or class rating.

B. The applicant may return to upgrade the recreational pilot certificate to a private pilot certificate.

FIGURE 7-1

RECREATIONAL PILOT CERTIFICATE

## CHAPTER 8. CONDUCT A PRIVATE PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for certification as a private pilot under part 61, subpart D. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

3. GENERAL. The examiner conducting the practical test reviews the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, FCC aircraft station license (if applicable), and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test.

5. ELIGIBILITY REQUIREMENTS. The applicant must meet the applicable requirements of part 61, subpart D.

A. Graduate of an Approved School. Under the provisions of section 61.71(a), an applicant who presents an appropriate graduation certificate within 60 days after the date of graduation from an approved pilot school, certificated under part 141, is considered to meet the AERONAUTICAL EXPERIENCE requirements of sections 61.109, 61.113, 61.115, or 61.117, as applicable. The applicant is NOT considered to have met the AERONAUTICAL KNOWLEDGE and FLIGHT PROFICIENCY requirements of sections 61.105 and 61.107. The applicant must present evidence of compliance with these requirements.

B. Graduate of an Approved School with Examining Authority. Under the provisions of section 61.71(b), an applicant who graduated from an approved pilot school WITH EXAMINING AUTHORITY is considered to meet the applicable knowledge and skill requirements for a private pilot certificate if the applicant applies within 90 days of graduation and the school is authorized to test applicants on aeronautical knowledge and skill.

C. Not a Graduate of an Approved School. If the applicant is not a graduate of an approved pilot school, or has not applied for a private pilot certificate within the times specified for approved school graduates, the applicant must meet all applicable

aeronautical knowledge, aeronautical experience, and flight proficiency requirements of part 61, subpart D.

D. Aeronautical Knowledge. A knowledge test report or a test report from an approved school with knowledge test examining authority are the only acceptable forms of evidence that the applicant has passed the knowledge test for a private pilot certificate.

(1) The format of the knowledge test report from an approved school or computer testing designee (CTD) must include an embossed seal in the lower right corner and the testing facility's name and air agency designation number.

(2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot certificate.

E. Aeronautical Experience. The applicant must present a pilot logbook or other reliable record(s) as evidence of meeting the required aeronautical experience.

(1) Military pilot flight time records may be used to show the required flight time if the records meet the requirements of section 61.51.

(2) If the examiner is unable to determine whether the records presented show clear evidence of the required flight time, the applicant must be referred to the FSDO.

(3) An applicant for a private pilot certificate with an airplane rating must have received SOME instruction in the control and maneuvering of an airplane solely by reference to instruments. If the applicant's records do not indicate ANY instruction received in this task, the applicant is not eligible for the practical test.

(4) An applicant for a private pilot certificate with an airplane or helicopter rating must have received SOME night flight instruction and an instructor endorsement in accordance with section 61.107(a)(9) or section 61.107(b)(6), as appropriate. If the applicant's records indicate that no night flight instruction

has been received, the applicant is not eligible to take the private pilot practical test.

## 7. LIMITATIONS.

### A. Night Flying Limitations.

(1) An airplane or helicopter applicant who has received some night flight instruction, but less than the required 3 hours at night and 10 takeoffs and landings, shall have the limitation "NIGHT FLYING PROHIBITED" placed on the applicant's certificate when it is issued.

(2) The applicant SHALL BE TESTED on the night flying task even if the night flying limitation is to be placed on the certificate.

(3) The night flying limitation may be removed when the certificate holder is able to show that he or she has met the night experience requirements of section 61.109(a)(2) or section 61.113(a)(1)(ii), as applicable.

B. Cross-Country. The limitation "PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NM FROM [appropriate island]" shall be entered on the certificate of an applicant whose cross-country experience qualifies under the provisions of section 61.111(a).

C. ICAO Cross-Country Requirement. The limitation "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO" must be entered on the certificate of an applicant whose cross-country experience qualifies under the provisions of section 61.111(c). Cross-country limitations may be removed by an examiner when the certificate holder has complied with the applicable solo cross-country requirements and has passed a practical test on cross-country flying.

D. English Language. An examiner MAY NOT remove the limitation "NOT VALID FOR FLIGHT REQUIRING THE USE OF ENGLISH" from a certificate unless specifically authorized to do so by the supervising FSDO.

E. Glider Limitations. Refer to chapter 5, section 1, paragraphs 49C(1) through (5).

F. Lighter-than-Air Limitations. If appropriate, the examiner places one of the following limitations on a certificate with lighter-than-air category and free balloon class ratings.

(1) "LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER."

(2) "LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER."

9. CATEGORIES AND CLASSES. The category of the aircraft used for the practical test is placed on a private pilot certificate. With the exception of private pilot glider certificates, the class rating is also placed on the certificate.

A. Airplane Class Ratings. The following class ratings are originally issued or added to private pilot airplane certificates.

(1) SINGLE-ENGINE LAND

(2) MULTIENGINE LAND

(3) SINGLE-ENGINE SEA

(4) MULTIENGINE SEA

B. Rotorcraft Class Ratings. The following class ratings are originally issued or added to private pilot rotorcraft certificates.

(1) HELICOPTER

(2) GYROPLANE

C. Lighter-than-Air Class Ratings. The following class ratings are originally issued or added to private pilot lighter-than-air certificates.

(1) AIRSHIP

(2) FREE BALLOON

11. RECREATIONAL PILOT UPGRADES. A recreational pilot who desires certification as a private pilot must meet all the eligibility requirements appropriate to the category and class sought for the private pilot certificate. Since a recreational pilot is limited to flight within 50 NM of a "home" airport and is not authorized to use the radio for ATC communications, the recreational pilot's logbook must be endorsed by a flight instructor for each operation not allowed by the recreational pilot certificate.

A. Knowledge Test. The applicant for an upgrade to a private pilot certificate must also pass the appropriate private pilot knowledge test. (There are short private pilot knowledge tests authorized for holders of recreational pilot certificates with airplane, helicopter, and gyroplane privileges who wish to upgrade to a private pilot certificate for the same category of aircraft.)

B. Certificate. The private pilot certificate supersedes the recreational pilot certificate. If a different category of aircraft is used, the recreational pilot privileges from the superseded certificate are shown on the private pilot certificate. (See figure 8-1.)

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, familiarity with the Private Pilot Practical Test Standards, and designation as a PE in the applicable category and class of aircraft.



B. Coordination. This task requires coordination with the supervising FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61, 91, and 141

FAA-S-8081-1, Private Pilot Practical Test Standards

#### B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

#### C. Job Aids.

Sample figures

### 5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) a student pilot certificate, or an airman certificate if for an additional category/class rating;

(3) at least a third-class FAA Form 8500-9, Airman Medical Certificate, or FAA Form 8420-2, Student Airman Medical Certificate, if applicable;

(4) a knowledge test report, if applicable;

(5) an FAA-approved pilot school graduation certificate, if applicable;

(6) a personal logbook or other records substantiating the flight experience shown on the application form;

(7) the aircraft maintenance records;

(8) the aircraft airworthiness certificate;

(9) the aircraft registration;

(10) the FCC aircraft station license, if applicable; and

(11) an acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (11).

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Private." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating" and the appropriate aircraft category/class.

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information in chapter 5, section 1, paragraph 41.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a private pilot.

(1) If the applicant is applying for a powered aircraft rating, ensure that the applicant's medical certificate is current.

(2) If the medical certificate or SODA, if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.

(3) If the applicant is applying for a certificate to operate gliders or free balloons only, ensure that the applicant has completed Blocks W and X of FAA Form 8710-1.

(4) Check the record of flight time in Section III of the application to determine if the applicant has the minimum flight experience required for the certificate and rating sought. (sections 61.109, 61.113, 61.115, or 61.117, as applicable.)

(5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71.

(6) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded.

(7) If the applicant is located on an island from which the required flights cannot be accomplished without flying more than 10 NM over water, refer to section 61.111.

(8) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

(9) If the applicant has checked the Yes box of Section IV of the application, verify that the applicant meets the requirements of section 61.49.

F. Requirements for an Additional Category/Class Rating. The requirements are the same as in paragraph E except that the knowledge test is not required if the applicant already has a powered aircraft rating.

G. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

I. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate sought, accept the application and conduct the practical test in accordance with the guidance in the Private Pilot Practical Test Standards and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5C, and figure 5-1.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

K. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the certificate sought,

prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the guidance in chapter 5, section 1, paragraph 47.

(1) Enter the correct limitations if appropriate.

(a) Enter "AERO TOW" if the glider rating is issued on the basis of a practical test using aero tows only.

(b) Enter "GROUND TOW" if the glider rating is issued on the basis of a practical test using ground tows only (auto, auto pulley, or winch).

(c) Enter "SELF LAUNCH" if the glider rating is issued on the basis of a practical test using self launch only. (NO glider limitation is entered if the applicant has demonstrated aero tows and ground tows.)

(d) Enter "NIGHT FLYING PROHIBITED" if the airman does not have 3 hours of flight time at night and/or has not made 10 takeoffs and landings at night.

(e) Enter "PASSENGER CARRYING PROHIBITED ON FLIGHT MORE THAN 10 NM FROM [appropriate island]" for an airman whose cross-country experience qualifies under section 61.111(a).

(f) Enter "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO" for an airman whose cross-country experience qualifies under section 61.111(c).

(2) Verify all information on the form is correct. Sign the certificate and direct the airman to sign Line VII of the form.

(3) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

L. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the test.

(2) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task result in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

9. FUTURE ACTIVITIES.

A. The applicant may return for an added category, class, or type rating.

B. The applicant may return for an upgraded certificate.

FIGURE 8-1

PRIVATE PILOT CERTIFICATE WITH RECREATIONAL PILOT CATEGORY  
PRIVILEGES

## CHAPTER 9. CONDUCT A COMMERCIAL PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if the applicant meets the requirements for certification as a commercial pilot under part 61, subpart E. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

3. GENERAL. The examiner conducting the practical test reviews the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, FCC aircraft station license, if applicable, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test.

A. Commercial Pilot Privileges. The provisions of section 61.139 allow a commercial pilot to act as PIC of an aircraft for compensation or hire. During the practical test, the examiner should determine whether the applicant is aware of the types of flight operations and regulatory requirements found in 14 CFR parts 133, 135, and 137 that affect these privileges.

B. Limitations. An airman must observe any operating limitation that is placed on a pilot certificate until the limitation is removed from the certificate. Any limitations on the applicant's private pilot certificate that were not removed before the commercial certificate is issued must be placed on the commercial certificate unless the applicant presents evidence that the limitations no longer apply.

5. ELIGIBILITY REQUIREMENTS. The applicant must meet all applicable requirements of part 61, subpart E. Except for glider or free balloon pilots whose medical statement is signed on FAA Form 8710-1 the applicant must hold at least a second-class medical certificate to be eligible for the original issuance of a commercial pilot certificate.

A. Graduate of an Approved School. Under the provisions of section 61.71(a), an applicant who presents an appropriate graduation certificate within 60 days after the date of graduation from an approved pilot school, certificated under part 141, is



considered to meet the AERONAUTICAL EXPERIENCE requirements of sections 61.129, 61.131, 61.133, 61.135, or 61.137, as applicable. However, the applicant is NOT considered to have met the AERONAUTICAL KNOWLEDGE and FLIGHT PROFICIENCY requirements of sections 61.125 and 61.127. The applicant must present evidence of compliance with these requirements.

B. Graduate of an Approved School with Examining Authority. Under the provisions of section 61.71(b), an applicant who graduated from an approved pilot school WITH EXAMINING AUTHORITY is considered to meet the applicable knowledge and skill requirements for a commercial pilot certificate if the applicant applies within 90 days of graduation and the school is authorized to test applicants on aeronautical knowledge and skill.

C. Not a Graduate of an Approved School. If the applicant is not a graduate of an approved pilot school, or has not applied for a commercial pilot certificate within the times specified for approved school graduates, the applicant must meet all applicable aeronautical knowledge, aeronautical experience, and flight proficiency requirements of part 61, subpart E.

D. Complex Airplane. Applicants for a commercial pilot certificate with an airplane category rating must have 10 hours instruction and practice in an airplane having a retractable landing gear, flaps, and a controllable pitch propeller. An airplane meeting that criteria is defined as a complex airplane in the Commercial Pilot Practical Test Standards.

(1) The PTS defines a complex seaplane as one having flaps and a controllable pitch propeller.

(2) Additionally, for the purpose of commercial pilot certification, a turbojet/fanjet powered airplane is considered a complex airplane.

E. Second-in-Command (SIC) Time. SIC time credited toward commercial pilot certification requirements may be accrued ONLY in an aircraft that requires an SIC because of the aircraft's type certification or during flight operations in which the regulations require an SIC.

(1) Flight time accrued as a safety pilot under the requirements of section 91.109 may be counted as SIC time.

(2) Notwithstanding the provision to log SIC time, by appropriate agreement between the safety pilot and the pilot manipulating the flight controls, a safety pilot may log PIC time.

F. Airplane Applicant Not Holding a Private Pilot Certificate. A private pilot certificate with an airplane category rating is a requirement for a commercial pilot certificate with an airplane rating. If the applicant does not hold a private pilot airplane certificate, the applicant must meet all of the prerequisites for a private pilot certificate, including the private pilot knowledge test and satisfactory completion of private pilot practical test requirements. The applicant may take the private and commercial practical tests concurrently during a single flight; however, the applicant must satisfactorily accomplish testing on all private pilot requirements before the examiner may begin testing on the commercial requirements. The applicant must present two separate applications and instructor endorsements, one for the private test and one for the commercial test. The examiner must complete two certification files and two Temporary Airman Certificates, (or a Notice of Disapproval of Application) as applicable.

G. Applicant for Other than an Airplane Rating. An applicant who applies for a commercial pilot certificate with a category rating OTHER than airplane is not required to hold a private pilot certificate. The applicant need only meet the commercial certificate requirements for the aircraft category sought and present a knowledge test report for the applicable commercial pilot knowledge test.

H. Applicant with a Foreign License. If an applicant for a U.S. commercial pilot certificate to be issued on the basis of meeting the requirements of part 61, subpart E, holds an unrestricted foreign private pilot or higher grade license from an ICAO member country, the applicant meets the requirements of section 61.129(a) without taking the private pilot knowledge and practical tests.

I. Added Category Ratings to a Commercial Certificate. The holder of a commercial certificate with a category rating for powered aircraft is not required to take a knowledge test for the addition of another aircraft category rating to that commercial certificate. The applicant must present at least a third-class

medical certificate to take a practical test for an additional category/class rating in a powered aircraft.

7. CATEGORIES AND CLASSES. The category of the aircraft used for the practical test is placed on a commercial pilot certificate. With the exception of commercial pilot glider certificates, a class rating also is placed on the certificate.

A. Airplane Class Ratings. The following class ratings are originally issued or added to commercial pilot airplane certificates.

(1) SINGLE-ENGINE LAND

(2) MULTIENGINE LAND

(3) SINGLE-ENGINE SEA

(4) MULTIENGINE SEA

B. Rotorcraft Class Ratings. The following class ratings are originally issued or added to commercial pilot rotorcraft certificates.

(1) HELICOPTER

(2) GYROPLANE

C. Lighter-than-Air Class Ratings. The following class ratings are originally issued or added to commercial pilot lighter-than-air certificates.

(1) AIRSHIP

(2) FREE BALLOON

D. Lighter-than-Air Limitations. If appropriate, the examiner places one of the following limitations on a certificate with lighter-than-air category and free balloon class ratings.

(1) "LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER."

(2) "LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER."

E. Private Pilot Privileges. The commercial pilot certificate supersedes the private pilot certificate. If a different category of aircraft is used for the practical test, the private pilot privileges from the superseded certificate are shown on the commercial pilot certificate under "private privileges."

9. INSTRUCTOR PRIVILEGES IN LIGHTER-THAN-AIR AIRCRAFT. A commercial pilot with a lighter-than-air category rating on the airman's pilot certificate may give instruction in free balloons or airships as appropriate to the rating held.

A. Test Requirements. The Commercial Pilot Practical Test Standards for the lighter-than-air category, free balloon (airborne heater) class, contains areas of operations that specifically test flight instructor responsibilities for lighter-than-air applicants.

B. Holders of Instructor Certificates. Examiners may omit Area of Operations I, Fundamentals of Instructing, when conducting a practical test for an airman who holds a current flight instructor certificate and is applying for a commercial pilot certificate with a lighter-than-air category rating and a free balloon (airborne heater) or free balloon (gas) class rating. Examiners may use the applicable portions of the PTS for free balloon (airborne heater) when conducting a certification practical test for a free balloon (gas) rating.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, familiarity with the Commercial Pilot Practical Test Standards, and

designation as a CIRE or CE in the applicable category and class of aircraft.

B. Coordination. This task requires coordination with the supervising FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61, 91, and 141

FAA-S-8081-12, Commercial Pilot Practical Test Standards

#### B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

#### C. Job Aids.

Sample figures

### 5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) an appropriate airman certificate;

- (3) an airman medical certificate, if applicable;
- (4) a knowledge test report, if applicable;
- (5) an FAA-approved pilot school graduation certificate, if applicable;
- (6) a personal logbook or other records substantiating the flight experience shown on the application form;
- (7) the aircraft maintenance records;
- (8) the aircraft airworthiness certificate;
- (9) the aircraft registration;
- (10) the FCC aircraft station license, if applicable; and
- (11) an acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (11).

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Commercial." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating" and the appropriate aircraft category/class.

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information in chapter 5, section 1, paragraph 41.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a commercial pilot.

(1) If the applicant is applying for a powered aircraft rating, ensure that the applicant's medical certificate is current.

(2) If the medical certificate or SODA, if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.

(3) If the applicant is applying for a certificate to operate gliders or free balloons only, ensure that the applicant has completed Blocks W and X of FAA Form 8710-1.

(4) Check the record of flight time in Section III of the application to determine if the applicant has the minimum flight experience required for the certificate and rating sought. (sections 61.129, 61.131, 61.133, 61.135, or 61.137, as applicable.)

(5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71.

(6) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded.

(7) Ensure that SIC pilot time was acquired in an aircraft with a type certificate that requires an SIC or during flight operations in which the regulations require an SIC.

(8) If the applicant has checked the Yes box of Section IV of the application, verify that the applicant meets the requirements of section 61.49.

(9) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

(10) If the applicant for an airplane category rating does not hold a private pilot certificate, ensure that the applicant has passed the private pilot knowledge test and has met or will meet private pilot practical test requirements before testing on commercial requirements.

F. Requirements for an Additional Category/Class Rating. The requirements are the same as in paragraph 5E of this section except that the knowledge test is not required if the applicant already has a powered aircraft rating. The applicant must present at least a third-class medical certificate for an additional category/class rating in a powered aircraft.

G. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and



suitable for this practical test. After review, return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies. Reschedule the appointment if requested to do so.

I. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate and/or rating sought, accept the application and conduct the practical test in accordance with the Commercial Pilot Practical Test Standards and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5C.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so by the applicant.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

K. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the airman certificate and/or rating sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the information and guidance in chapter 5, section 1, paragraph 47.

(1) Enter the correct limitations, if appropriate.

(a) Enter "AERO TOW" if the glider rating is issued on the basis of a practical test using aero tows only.

(b) Enter "GROUND TOW" if the glider rating is issued on the basis of a practical test using ground tows only (auto, auto pulley, or winch).

(c) Enter "SELF LAUNCH" if the glider rating is issued on the basis of a practical test using self launch only. (NO glider limitation is entered if the applicant has demonstrated aero tows and ground tows.)

(d) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO" if the airman is hearing-impaired and/or speech impaired. (Only an inspector may remove this limitation.)

(e) Enter "NOT VALID FOR CARRIAGE OF PASSENGERS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NM, OR AT NIGHT" if the airman has no instrument rating. (See figure 9-1)

(f) Enter any limitations carried forward from the private pilot certificate if the applicant has not met requirements for removal of those limitations.

(2) Verify that all information on the certificate is correct. Sign the temporary airman certificate and direct the airman to sign Line VII of the form.

(3) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

L. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the practical test.

(2) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

#### 9. FUTURE ACTIVITIES.

A. The applicant may return for a certification practical test for an added category, class, or type rating.

B. The applicant may return for a practical test for an ATP pilot certificate.

FIGURE 9-1

COMMERCIAL PILOT CERTIFICATE

## CHAPTER 10. CONDUCT AN AIRLINE TRANSPORT PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for certification as an ATP under part 61, subpart F. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, a letter of aeronautical competency, or a letter of discontinuance.

3. GENERAL. Except for the age requirement, an applicant for an ATP certificate must meet all applicable requirements of part 61, subpart F.

A. Pilot Logbooks/Records. The applicant must present sufficient pilot logbooks and/or other reliable records to show the applicant's total flight time up to the amount required for the ATP certificate. Previously, an applicant for an ATP certificate needed to present only the knowledge test report as evidence of meeting the aeronautical experience requirement. Now the examiner is required to determine if the applicant meets the ICAO requirements of sections 61.155(c) and 61.155(e)(2) by reviewing the applicant's complete flight records. Military records may be used if they meet the criteria of section 61.51.

B. SIC Time. The examiner shall ensure that SIC time credited toward the ATP certification requirements was accrued in an aircraft that required an SIC because of the aircraft's type data certification or during flight operations for which an SIC is required by the regulations.

C. Approved School Graduate. An applicant who applies for the ATP certificate on the basis of graduation from an approved part 141 pilot school must present an appropriate graduation certificate issued within the preceding 60 days.

D. Applicant Less than 23 Years of Age. An applicant who is at least 18 years of age and meets all of the other eligibility requirements may take the ATP practical test. If the applicant satisfactorily completes the ATP practical test, a letter of

aeronautical competency shall be issued to the applicant. The applicant will retain the original letter and the applicant's current airman certificate. A copy of the letter is attached to the certification file. When the applicant reaches 23 years of age, the applicant may present the original letter of aeronautical competency, a current FAA Form 8710-1, the applicant's current airman certificate, and a current first-class medical certificate to any FSDO. The applicant is then issued an ATP temporary airman certificate with the appropriate aircraft ratings.

E. Medical Certificates. At the time of application for an original issuance of an ATP certificate, the applicant must have a valid first-class medical certificate issued within the preceding 6 calendar-months. If an applicant's first-class medical certificate expires between the portions of a segmented practical test (oral, aircraft, simulator), the applicant must obtain a new first-class medical certificate before certification testing can continue. If the applicant is adding a category, class, or type rating to an existing ATP certificate, a third-class medical meets regulatory requirements.

F. Extension of Test Date. In addition to the provisions of section 61.39(b)(1) for pilots employed by parts 121 and 135 operators, the following provision is made for military applicants. An applicant for an ATP certificate or rating may take the practical test if, within the period ending 24 calendar-months after the month in which the applicant passed the first of any required knowledge tests, the applicant participated as a pilot in a pilot training program of a U.S. scheduled military air transportation service and is currently participating in that program.

(1) An examiner accepting an application for an ATP practical test from a person meeting the above criteria should review the evidence presented by the applicant indicating eligibility for this extension of the expiration date of the knowledge test.

(2) If the applicant's evidence is acceptable, the examiner adds a note to the certification file indicating that the expiration date of the knowledge test is extended under the provisions of section 61.39(b)(2). It is not necessary to include a copy of the applicant's evidence with the certification file.

## 5. INSTRUCTOR ENDORSEMENTS AND RECOMMENDATION.

A. Flight Instructor Endorsement. An applicant for a type rating to be added to an existing ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating must have an endorsement in the person's logbook or training from an authorized instructor certifying satisfactory completion of the training required by section 61.157(f).

(1) The flight training required by section 61.157(f) may be conducted by instructors employed by part 121 or 135 air carriers for pilot employees of those air carriers.

(2) Under the provisions of section 61.169, an ATP may instruct other pilots in air transportation service in aircraft of the category, class, and type for which that pilot is rated without holding a flight instructor certificate.

B. Military Instructor Pilots. Under the provisions of section 61.157(f)(1), the instruction and associated endorsement must be given by an "authorized instructor." A designated military instructor pilot for the aircraft used in a program for training military pilots satisfies the intent of the regulation with respect to being an authorized instructor.

(1) The ground and flight training received from a military instructor to prepare a type rating applicant for the rating sought may be used to meet the requirements of section 61.157(f).

(2) The instruction must be documented in sufficient detail for a DPE to readily determine whether the applicant has received the required training.

C. Instructor Recommendation. The Instructor's Recommendation section of FAA Form 8710-1 need not be signed for the original issuance of an ATP certificate; however, after a first failure, if the applicant wishes to retake the test within 30 days after the failure, an instructor recommendation is required by section 61.49. No instructor recommendation is required for a retest after 30 days.

(1) The recommending instructor for a retest must hold an instrument instructor rating and the category and class ratings for the aircraft to be used for the test.

(2) The instructor does not have to hold an ATP certificate.

D. Evaluator's Record. The Evaluator's Record for Airline Transport Certificate/Rating Only section of FAA Form 8710-1 must be signed and dated by the examiner on the appropriate lines for each test segment conducted. The examiner must also complete the Designated Examiner's Report section of FAA Form 8710-1.

7. CATEGORY, CLASS, AND TYPE RATINGS. The category and class rating(s) for which the applicant has qualified on the original or subsequent ATP practical tests are entered on the ATP certificate. Recreational, private, and commercial category and class ratings may not be upgraded to the ATP level without a practical test.

A. Type Ratings. Type rating tests are conducted to a single standard for all grades of pilot certificate. Therefore, except as noted in paragraphs (a) and (b) below, all of the type ratings shown on the superseded certificate WITHIN CATEGORY AND CLASS are brought forward to the higher grade of certificate. If a type rating on the superseded certificate is limited to VFR, that limitation is carried forward to the new certificate. (Type ratings limited to VFR may be upgraded to the ATP level.)

(a) For military pilots applying under the provisions of section 61.73(d)(3), an AIRPLANE type rating may be upgraded to the ATP level; however, a helicopter type rating (an aircraft OTHER than airplane category and type) added to an ATP certificate is limited to commercial privileges.

(b) A type rating for a single-place (single pilot station) airplane may NOT be upgraded to the ATP level.

(1) Except for type ratings and, under some circumstances, the instrument rating, other ratings indicated on the superseded pilot certificate are carried forward at the commercial, private, or recreational level, as indicated on the superseded certificate.

(2) Instrument rating privileges are shown on the ATP certificate only if the ATP practical test was for VFR only, or to retain instrument privileges that were held on the superseded certificate

for a category of aircraft other than the one used for the ATP practical test. (See figure 10-2.)

B. Airplane Class Ratings. The following class ratings are originally issued or added to ATP certificates:

(1) SINGLE-ENGINE LAND

(2) MULTIENGINE LAND

(3) SINGLE-ENGINE SEA

(4) MULTIENGINE SEA

C. Rotorcraft Class Ratings.

(1) An ATP certificate with a rotorcraft category rating is issued only with the helicopter class rating.

(2) A gyroplane class rating may be added to an ATP certificate at the private or commercial level.

D. Addition of Lighter-than-Air and Glider Class Ratings. A lighter-than-air or glider category rating may be added to an existing ATP certificate; however, the rating may be added only at the private or commercial level, as appropriate to the practical test completed. There is no provision for the original issuance of an ATP certificate with a lighter-than-air or glider category rating.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, subpart F, familiarity with the Airline Transport Pilot and Type Rating Practical Test Standards, and designation as an ATPE in the appropriate category, class, and type, if applicable, of aircraft.



B. Coordination. This task requires coordination with the supervising FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61 (including appendix A), 91, and 141

FAA-S-8081-5, Airline Transport Pilot and Type Rating Practical Test Standards

#### B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

#### C. Job Aids.

Sample figures

### 5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) an airman certificate, if appropriate;

(3) a current first-class medical certificate for original issuance or at least a current third-class medical certificate for an additional category, class, or type rating;

(4) a knowledge test report, if applicable;

(5) an FAA-approved pilot school graduation certificate, if applicable;

(6) a personal logbook or other records substantiating the flight experience shown on the application form;

(7) the aircraft maintenance records;

(8) the aircraft airworthiness certificate;

(9) the aircraft registration;

(10) the FCC aircraft station license, if applicable; and

(11) an acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (11).

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Airline Transport." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating."

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information provided in chapter 5, section 1, paragraph 41.

(3) If this is a retest within 30 days of a first failure, ensure that an instructor has signed the Instructor's Recommendation section on the reverse side of FAA Form 8710-1.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and aeronautical skill requirements for certification as an airline transport pilot. (sections 61.151, 61.153, 61.155, 61.157, 61.159, 61.161, 61.163, or 61.165.)

(1) Determine that the applicant meets ONE of the following requirements:

(a) holds a commercial pilot certificate;

(b) holds a foreign ATP or commercial license without limitations, issued by an ICAO member state; or

(c) is a pilot in the Armed Forces of the U.S. whose military experience qualifies that pilot for a commercial pilot certificate under section 61.73.

(2) Determine if an applicant for an additional rating holds the required ATP certificate.

(3) If an applicant for an ATP certificate does not already hold an instrument rating, ensure that the applicant meets the following two requirements:

(a) as part of the oral portion of the practical test, the applicant must comply with section 61.65(g); and

(b) as part of the flight portion of the test, the applicant must additionally perform each maneuver required by section 61.65(g) that is not required in the Airline Transport Pilot and Type Rating Practical Test Standards, appropriate to the category of aircraft used.

(4) If the applicant's medical certificate or SODA, if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.

(5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71.

(6) Again, review the applicant's logbook or other records to determine if an ICAO limitation will be necessary at the satisfactory completion of the practical test. Ensure that the record of flight time in Section III of the application reflects the appropriate flight times. Pen and ink changes in the top or bottom half of the boxes provided on FAA Form 8710-1 may be necessary if SIC time is being used to meet the aeronautical experience requirements of the regulations. The applicant may also list the required flight experience, certified by the applicant's signature, on a separate sheet of paper which is attached to the application.

(7) Ensure that the SIC pilot time credited by a commercial pilot under the provisions of section 61.155(d) was acquired in an aircraft with a type certificate that requires an SIC or during flight operations in which the regulations require an SIC.

(8) Check the application to determine if the applicant has failed the ATP practical test within the past 30 days. If the oral, simulator, and/or flight portions of the test were separate tests, the test completion dates should not exceed a 60-day time period.

(9) Examine the applicant's knowledge test report or the test report from an approved school with knowledge test examining authority.

(a) If the applicant is an employee of an air carrier certificated under part 121 or 135, or a military pilot meeting the applicable criteria, the expiration date of the knowledge test may be extended per sections 61.39(b)(1) or (2).

(b) Inspect the applicant's letter prepared on the appropriate airline letterhead stationary, certifying the dates of the applicant's employment and eligibility under section 61.39(b)(1) or military documentation showing qualification under section 61.39(b)(2).

F. Requirements for an Additional Category Rating. For an additional category rating, the applicant must present a logbook or other records showing that the applicant has received instruction in that category of aircraft and has met all of the requirements of section 61.165(a) or (b), as appropriate. A knowledge test IS required for an additional category rating.

G. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may

correct the discrepancies. Reschedule the test if requested to do so.

I. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate and/or rating sought, accept the application and conduct the practical test in accordance with the Airline Transport Pilot and Type Rating Practical Test Standards and chapter 5. If a type rating is sought, refer to chapter 12.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5C.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

K. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the certificate and/or rating sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with guidance in chapter 5, section 1, paragraph 47.

(1) Enter the correct limitations if appropriate.

(a) Enter "HOLDER DOES NOT MEET THE PILOT-IN-COMMAND FLIGHT EXPERIENCE REQUIREMENTS OF ICAO" if the applicant meets the requirements of section 61.155(b)(1), but has less than 150 hours as PIC.

(b) Enter "HOLDER DOES NOT MEET THE PILOT FLIGHT EXPERIENCE REQUIREMENTS OF ICAO" if the applicant meets the total flight time requirement only by applying section 61.155(d) and meets the criteria of section 61.155(e).

(c) A DPE may remove the limitations listed in subparagraphs K(1)(a) and (b) when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

(d) The limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" may not be placed on an ATP certificate. An applicant to whom this limitation would apply IS NOT ELIGIBLE for an ATP certificate.

(e) Type rating designators for airplanes and rotorcraft are listed in AC 61-98, Pilot Certificates: Aircraft Type Ratings.

(2) Verify that all information on the certificate is correct. Sign the temporary airman certificate and direct the airman to sign Line VII of the form.

(3) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

L. Letter of Aeronautical Competency. If the applicant satisfactorily completes the practical test and has not yet attained 23 years of age, issue a letter of aeronautical competency.

(1) Give the applicant the original letter. The applicant also retains his/her current airman certificate.

(2) Retain a copy of the letter for the certification file.

(3) Retain FAA Form 8710-1 and the knowledge test report for the certification file.

M. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Ensure that both the Designated Examiner's Report and the Evaluator's Record sections of FAA Form 8710-1 are completed.

(2) If the applicant qualified for the ATP practical test on the basis of military competence or a foreign pilot license and did not have a U.S. commercial pilot certificate, ensure that Block A and Block B or D, as appropriate, of Section II on FAA Form 8710-1 are completed correctly to indicate why a commercial pilot certificate is not attached to the file.

(3) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the practical test.

(4) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, a letter of aeronautical competency, or a letter of discontinuance.

#### 9. FUTURE ACTIVITIES.

A. The applicant may return for a practical test for an added category/class rating.

B. The applicant may return for a practical test for an initial or an additional type rating.



LETTER OF AERONAUTICAL COMPETENCY

[ date ]

[ applicant's name ]

[ applicant's address ]

Dear XXXXXXXXXXXXXXXX :

This is to certify that on [ date ], you satisfactorily completed the practical test prescribed for an airline transport pilot certificate by Section 61. X of Title 14 of the Code of Federal Regulations. The practical test was successfully accomplished in [ make/model of aircraft and/or simulator ].

Upon reaching your 23rd birthday, you may present this letter, a current FAA Form 8710-1, a valid first-class medical certificate, and your current airman certificate to any Flight Standards District Office and you will be issued a Temporary Airman Certificate with the appropriate aircraft rating.

Your permanent airman certificate will be mailed to you by the Airmen Certification Branch in Oklahoma City.

Sincerely,

[ DPE's signature ]

[ DPE's printed name ],

Designated Pilot Examiner      Designation Number: XXXXX

FIGURE 10-2

ATP CERTIFICATE WITH INSTRUMENT PRIVILEGES SHOWN

## CHAPTER 11. CONDUCT AN INSTRUMENT RATING CERTIFICATION

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if the applicant meets the requirements for an instrument rating under section 61.65. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

3. GENERAL. The instrument rating requires instruction in very high frequency omnidirectional range station (VOR), nondirectional beacon (NDB), and instrument landing system (ILS) approaches. Because NDB and ILS instrument approach facilities are not readily available in some areas, an instrument ground trainer may be used for instruction in NDB and ILS approaches during training.

A. Instrument Rating Practical Test. When taking the practical test, the applicant must demonstrate all of the instrument approach procedures listed in section 61.65(c)(3).

(1) A minimum of one instrument approach procedure must be demonstrated in an airplane or helicopter, as appropriate.

(2) At the discretion of the examiner conducting the test, the applicant may perform the instrument approach(es) not selected for actual flight demonstration in a flight simulator or training device that meets the requirements of section 141.41(a)(1).

B. Instrument Ground Trainer. Instrument instruction in an instrument ground trainer may be given by either an instrument ground instructor or an instrument flight instructor. The applicant may use not more than 20 hours of instrument instruction time in an instrument ground trainer acceptable to the Administrator to meet the requirements of section 61.65. This 20 hours of instrument time in a ground trainer may be credited toward the 125 hours total time required by section 61.65(e)(1). Such time should be logged by the applicant as instrument ground trainer time.

C. Knowledge Test. The applicant must satisfactorily complete the appropriate knowledge test for the category of aircraft to be

used for the practical test (airplane or helicopter). A knowledge test report for the ATP test is not acceptable as evidence of aeronautical knowledge for the instrument rating.

5. ELIGIBILITY REQUIREMENTS. The applicant must meet all applicable requirements of section 61.65. The applicant must hold at least a third-class medical certificate to add an instrument rating to a private or commercial airman certificate under part 61.

A. Graduate of an Approved School. Under the provisions of section 61.71(a), an applicant who presents an appropriate graduation certificate within 60 days of graduating from an approved pilot school is considered to meet the applicable aeronautical experience requirements of section 61.65. However, the applicant must hold a commercial pilot certificate. Or, if the applicant holds only a private pilot certificate, the applicant must meet the requirements of section 61.65(e)(1) and must meet all of the general eligibility requirements of section 61.123, except paragraphs (d) and (e). In this case, the airman must hold at least a second-class medical certificate.

B. Graduate of an Approved School with Examining Authority. Under the provisions of section 61.71(b), an applicant who graduated from an approved pilot school with examining authority is considered to meet the applicable knowledge and skill requirements for an instrument rating if the applicant applies within 90 days of graduation and the school is authorized to test applicants on aeronautical knowledge and skill.

C. Not a Graduate of an Approved School. If the applicant is not a graduate of an approved pilot school, or has not applied for an instrument rating within the times specified for approved school graduates, the applicant must meet all of the applicable requirements of section 61.65.

7. TYPES OF INSTRUMENT RATINGS ISSUED. Two types of instrument ratings are issued.

A. Airplane. An applicant who qualifies for an instrument rating in an airplane is issued an INSTRUMENT-AIRPLANE rating.

B. Helicopter. An applicant who qualifies for an instrument rating in a helicopter is issued an INSTRUMENT-HELICOPTER rating.

C. Additional Category. The holder of an instrument rating who applies for an instrument rating in another category of aircraft must meet the pertinent flight/instrument instruction requirements and must satisfactorily complete the instrument knowledge and practical tests for the category of aircraft to be added.

#### 9. INSTRUMENTS REQUIRED FOR THE INSTRUMENT RATING PRACTICAL TEST.

The flight instruments listed in section 91.205(d) are required for flight under instrument flight rules (IFR). An applicant may elect to satisfy a portion of the instrument practical test, such as partial panel maneuvers, in an airworthy aircraft that does not have all of the instruments required for flight under IFR. It may be extremely difficult for the applicant to satisfy all of the requirements for the instrument rating in an aircraft not equipped in accordance with section 91.205(d), however, it is the airman's prerogative to attempt the test with any aircraft or combination of aircraft that meet the requirements of section 61.45. Additionally, if the aircraft is not equipped for IFR, an instrument flight plan cannot be filed. The examiner should explain any anticipated difficulties to the applicant and emphasize that the performance standards for the test will not be relaxed because the aircraft to be used is not fully equipped for IFR.

11. USE OF MAKESHIFT AND/OR NONAPPROVED INSTRUMENT APPROACH PROCEDURES. The use of any instrument approach procedure not approved under 14 CFR part 97 for a certification practical test is NOT authorized. Nonapproved or makeshift approach procedures do not meet the instrument instruction requirements of sections 61.65(c) and (d) and may NOT be used to satisfy the requirements of any portion of an instrument rating practical test. An example of a makeshift approach procedure would be the substitution of a published approach procedure for one VOR to a different VOR.

13. LIMITATIONS. If an applicant holds both single-engine and multiengine class ratings on an airman certificate and takes the instrument rating practical test in a single-engine airplane, the certificate issued must bear the limitation "MULTI-ENGINE LIMITED TO VFR ONLY." If the applicant takes the test in a multiengine airplane, single-engine privileges are NOT limited to VFR.

A. Center Thrust. If the applicant takes the initial instrument rating practical test in a multiengine airplane limited to center thrust, the certificate issued must bear the limitation "INSTRUMENT

PRIVILEGES AIRPLANE-MULTIENGINE LIMITED TO CENTER THRUST." The pilot may have this limitation removed by demonstrating instrument competency in a multiengine airplane not limited to center thrust.

B. ATP Certificate. An instrument rating may be added to an ATP certificate if it is associated with a category/class rating held at the commercial or private level; e.g., AIRLINE TRANSPORT PILOT, AIRPLANE SINGLE AND MULTIENGINE LAND, COMMERCIAL PRIVILEGES ROTORCRAFT-HELICOPTER, INSTRUMENT-HELICOPTER.

15. PARTIAL PANEL SKILLS. Examiners should emphasize competency in partial panel instrument skills and the early detection of malfunctions of pressure, vacuum, or electronic instruments during testing of airmen in simulated emergency operations, particularly in aircraft with no more than one independently powered instrumentation system.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, subpart B, familiarity with the Instrument Rating Practical Test Standards, and designation as a CIRE in the applicable category and class of aircraft.

B. Coordination. This task requires coordination with the supervising FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61, 91, and 141

FAA-S-8081-4, Instrument Rating Practical Test Standards

Advisory Circular 61-27, Instrument Flying Handbook

B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

None

5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) an airman certificate;

(3) at least a third class Airman Medical Certificate (FAA Form 8500-9) and SODA, if applicable;

(4) a knowledge test report for the applicable category of aircraft;

(5) an FAA-approved pilot school graduation certificate, if applicable;

(6) personal logbook or other records substantiating the flight experience shown on the application form;

(7) the aircraft maintenance records;

(8) the aircraft airworthiness certificate;

(9) the aircraft registration;

(10) a view limiting device;

(11) the FCC aircraft station license; and

(12) an acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (12).

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Instrument."

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information in chapter 5, section 1, paragraph 41.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.



(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine if the applicant meets the general, ground instruction, flight/instrument instruction and skill, flight experience, and knowledge test requirements for an instrument rating per section 61.65.

(1) Verify that the applicant holds at least a current private pilot certificate with an aircraft rating appropriate to the instrument rating sought.

(2) Ensure that the applicant holds a third class or higher medical certificate, as appropriate (sections 61.71(a) and 61.123).

(3) Verify that the applicant is able to read, speak, and understand the English language.

(4) Check the record of flight time in Section III of the application to determine if the applicant has recorded the minimum flight experience required for the instrument rating sought (section 61.65(e)).

(5) Verify that the applicant has used no more than 20 hours of instrument instruction in an instrument ground trainer acceptable to the Administrator to meet the requirements and that the time is certified by an authorized instructor. Credit the allowed instrument ground trainer time toward total pilot flight time.

(6) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71.

(7) Examine the applicant's logbooks and/or other reliable record(s) to verify that the applicant meets the requirements for the original or additional instrument rating sought and that all required instructor endorsements are correctly recorded (section 61.65(b) and 61.65(c) or (d), as applicable).

(8) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable. Verify that the applicant has passed the knowledge test appropriate to the category of aircraft for which the instrument rating is sought.

(9) If the applicant has checked the Yes box of Section IV of the application, verify that the applicant meets the requirements of section 61.49.

F. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

H. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the instrument rating sought, accept the application and conduct the practical test in accordance with the guidance in the Instrument Rating Practical Test Standards and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the

applicant. (See chapter 5, section 2, paragraph 5C, and figure 5-1.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

I. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the instrument rating sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

J. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the instrument rating sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the guidance in chapter 5, section 1, paragraph 47.

(1) Indicate the appropriate instrument rating; e.g., "INSTRUMENT-AIRPLANE" or "INSTRUMENT-HELICOPTER."

(2) Enter any appropriate limitation(s) if the applicant holds an airplane multiengine class rating (land or sea) and completes the practical test in a single-engine airplane or in a multiengine airplane limited to center thrust.

(3) Verify all information on the form is correct. Sign the certificate and direct the airman to sign Line VII of the form.

(4) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

K. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the test.

(2) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

9. FUTURE ACTIVITIES.

A. The applicant may return for an added category, class, or type rating.

B. The applicant may return for another grade of certificate.

## CHAPTER 12. CONDUCT A PILOT TYPE RATING CERTIFICATION

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of the task is to determine if the applicant meets the requirements for a type rating under the provisions of section 61.63(d). Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

3. GENERAL. An aircraft type rating may be added to a private, commercial pilot, or ATP certificate. However, type rating practical tests are conducted to a single standard for all certificate levels. Regardless of the grade of certificate held, an applicant must meet the standards for a type rating in the Airline Transport Pilot and/or Type Rating Practical Test Standards. Except for helicopter type ratings added to an airman certificate under the military competency provisions of section 61.73(d)(3), all type ratings WITHIN CATEGORY AND CLASS held on a superseded certificate are carried forward to the new certificate level without further testing. For military pilots applying under the provisions of section 61.73(d)(3), an AIRPLANE type rating may be upgraded to the ATP level; however, a helicopter type rating (an aircraft rating OTHER than airplane category and type) added to an ATP certificate is limited to commercial privileges. Type ratings limited to VFR also may be upgraded to the ATP level without further testing. A type rating for a single-place (single pilot station) airplane MAY NOT be upgraded to the ATP level.

A. Flight Instructor Recommendation. For an applicant applying for a type rating only, the Instructor's Recommendation section of FAA Form 8710-1, Airman Certificate and/or Rating Application, need not be signed.

(1) If the applicant is applying for a type rating to be added to an ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating, the applicant must have an endorsement in the applicant's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by section 61.157(f).

(2) If the applicant is applying for a type rating to be placed on a private or commercial pilot certificate, the airman must have

an endorsement in the airman's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by section 61.63(d)(6).

B. Evaluator's Record. The Evaluator's Record for Airline Transport Certificate/Rating Only section of FAA Form 8710-1 must be signed on the appropriate lines, even if the type rating practical test is conducted for the holder of a private or commercial pilot certificate.

C. Medical Certificate. If the applicant is adding a type rating but not upgrading the pilot certificate, at least a third-class medical certificate is required. However, if the pilot is adding a type rating AND upgrading the pilot certificate, the applicant's airman medical certificate must meet the requirements for the grade of pilot certificate sought.

D. Type Ratings Issued. The examiner shall enter the appropriate type rating, as shown in Advisory Circular 61-89, Pilot Certificates: Aircraft Type Ratings, on the temporary certificate issued to the applicant.

E. Type Rating Limited to VFR. A type rating bearing the limitation "VFR ONLY" may be added to an existing ATP certificate under the provisions of section 61.63(d)(4). However, this option is available only for those aircraft, such as certain types of vintage airplanes, which require a pilot type rating and ARE NOT CAPABLE of demonstrating instrument procedures. This paragraph applies to type ratings being added to an ATP certificate only. There is no provision for taking an INITIAL practical test for an ATP rating in an airplane which would require a VFR limitation.

F. Amphibian Aircraft. An amphibian type rating shall bear the limitation "LIMITED TO LAND" or "LIMITED TO SEA," as appropriate, unless the applicant demonstrates proficiency in both land and sea operations.

5. SINGLE-PILOT CREWMEMBER. A pilot who applies for a type rating in an aircraft for which the pilot is required to hold a type rating as a single-pilot crewmember, must meet all applicable PTS criteria while satisfactorily demonstrating single-pilot competency in that aircraft. This requires that the pilot demonstrate, without assistance, the required maneuvers and procedures during the practical test with the skill necessary for safe single-pilot operation.

A. Cessna 500-Series Aircraft. The holder of a CE-500 pilot type rating is entitled to act as PIC in Cessna models 500, 501, 550, 551, S550, and 560. However, Cessna models 500, 550, S550, and 560 require the use of an SIC.

(1) The successful completion of a certification practical test in any of the Cessna 500 models listed in paragraph 5A will qualify the applicant for a CE-500 pilot type rating.

(2) An airman who obtains a pilot type rating as a single-pilot crewmember in models 501 and 551 may also operate models 500, 550, S550, and 560 as a member of a two-person crew.

(3) A model 501 or 551 certification practical test may be used to satisfy the requirements of a section 61.58 PIC proficiency check for any Cessna 500 model requiring an SIC.

B. Limitation. The limitation "SECOND IN COMMAND REQUIRED" is NOT placed on the Temporary Airman Certificate issued to an airman who satisfactorily accomplishes a practical test in either the CE-501 or CE-551. This limitation is appropriate only to the operation of Special Federal Aviation Regulation (SFAR) 41 airplanes. The practical test in the 501 or 551 models must be accomplished as a single-pilot crewmember. (None of the Cessna 500-series aircraft are SFAR 41 airplanes.)

7. AIRPLANES CERTIFICATED UNDER SFAR 41 FOR SINGLE-PILOT OPERATION. The provisions of section 91.531(a)(1) permit certain large airplanes certificated under SFAR 41 to be operated without a pilot who is designated as SIC if that airplane is type certificated for operation with one pilot.

A. Type Rating Tests. Pilot type rating applicants administered practical tests in SFAR 41 airplanes certificated for one pilot may elect one of two options:

(1) to accomplish the type rating practical test as a single pilot and receive the type rating without limitation; or

(2) to accomplish the practical test as a PIC with an SIC and receive a type rating with the appropriate limitation.

B. SIC Required. The examiner shall place the limitation "SECOND IN COMMAND REQUIRED" on the Temporary Airman Certificate issued to an airman who elects to accomplish the practical test with an SIC in an SFAR 41 airplane. This limitation appears immediately following the pilot type rating designation to which it applies. The limitation may be removed if the pilot satisfactorily completes a practical test in the airplane, demonstrating single-pilot competency. (See figure 12-1.)

C. Qualification to Conduct Flight Tests. Examiners who hold unrestricted type ratings in SFAR 41 airplanes may conduct practical tests in these aircraft leading to the issuance of type ratings with or without a "SECOND IN COMMAND REQUIRED" limitation. Examiners who hold a type rating with a "SECOND IN COMMAND REQUIRED" limitation may only conduct practical tests leading to the issuance of type ratings with a "SECOND IN COMMAND REQUIRED" limitation. Oral tests may be conducted by an examiner who is rated in the aircraft type, regardless of whether there is a "SECOND IN COMMAND REQUIRED" limitation on the examiner's pilot certificate.

D. Removal of the SIC Limitation from a Type Rating. To remove the limitation, it is not necessary to complete an entire practical test (oral and flight) as a single-pilot operation. All maneuvers approved for a flight simulator may be accomplished in that flight simulator for the purpose of removing the SIC limitation. This does not change any flight simulator requirements for the original issuance of the type rating. The following maneuvers, accomplished in a single-pilot environment, serve as a minimum testing requirement for the removal of the SIC limitation:

- (1) normal and crosswind takeoffs;
- (2) powerplant failure on takeoff;
- (3) maneuvering to a landing with a simulated powerplant failure;
- (4) a precision or nonprecision approach to a landing;
- (5) specific flight characteristics;



(6) normal and abnormal procedures appropriate to single-pilot operations; and

(7) emergency procedures appropriate to single-pilot operations.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, familiarity with the Airline Transport Pilot and/or Type Rating Practical Test Standards, and designation as an ATPE in the category, class, and type of aircraft for which the rating is sought.

B. Coordination. This task requires coordination with the supervising FSDO.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61, 91, and 141

FAA-S-8081-5, Airline Transport Pilot and/or Type Rating Practical Test Standards

FAA-S-8081-12, Commercial Pilot Practical Test Standards, if applicable

FAA-S-8081-14, Private Pilot Practical Test Standards, if applicable

B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

Sample figures

5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) a private, commercial, or ATP airman certificate;

(3) an appropriate class of airman medical certificate and a SODA, if applicable;

(4) a knowledge test report, if applicable;

(5) an FAA-approved pilot school graduation certificate, if applicable;

(6) a personal logbook or other records substantiating the flight experience shown on the application form;

- (7) the aircraft maintenance records;
- (8) the aircraft airworthiness certificate;
- (9) the aircraft registration;
- (10) the FCC aircraft station license, if applicable; and
- (11) an acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (11).

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Additional Aircraft Rating" and "Private," "Commercial," or "ATP," as appropriate. Ensure that the applicant has checked any other applicable boxes.

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information in chapter 5, section 1, paragraph 41.

(3) If the applicant is applying for a private or commercial certificate in conjunction with the type rating, ensure that the flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine if the applicant meets the type rating requirements of sections 61.63(d)(1) through (6).

(1) If the applicant is upgrading a pilot certificate, ensure that the applicant meets the general eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for the grade of certificate sought.

(2) Verify that the applicant holds an airman medical certificate appropriate to the certificate/rating sought.

(3) Inspect the medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary.

(4) Check the record of flight time in Section III of the application to determine if the applicant has the minimum flight experience required for the type rating/grade of pilot certificate sought.

(5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71.

(6) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and the required instructor endorsements for ground and flight training are recorded.

(7) If the applicant is upgrading a certificate or concurrently obtaining an instrument rating, examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

(8) If the applicant has checked the Yes box of Section IV of the application, verify that the applicant meets the requirements of section 61.49.

F. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. Ensure that a type rating exists for the aircraft and determine if the aircraft is certificated under SFAR 41 for single-pilot operation. After review, return the documents to the applicant.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

H. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the type rating/certificate sought, accept the application and conduct the practical test in accordance with the guidance in the Airline Transport Pilot and/or Type Rating Practical Test Standards and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5C, and figure 5-1.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date.

I. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

J. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the type rating/certificate sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with guidance in chapter 5, section 1, paragraph 47.

(1) Enter all previous category, class, and type ratings held by the applicant.

(2) Enter the type rating under the appropriate airman privileges.

(3) Enter any required operating limitations such as "CV-PBY5 LIMITED TO SEA" or "N-B25 VFR ONLY."

(4) For type ratings issued for SFAR 41 aircraft when single-pilot competency was not demonstrated, enter the limitation "SECOND IN COMMAND REQUIRED."

(5) Verify all information on the form is correct. Sign the certificate and direct the airman to sign Line VII of the form.

(6) Retain the original for the file and give the applicant the copy of the temporary certificate.

K. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the test.

(2) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

9. FUTURE ACTIVITIES. The applicant may return for another type rating or an upgraded certificate.

FIGURE 12-1

SFAR 41 SIC LIMITATION

## CHAPTER 13. CONDUCT A FLIGHT INSTRUCTOR INITIAL, RENEWAL, OR REINSTATEMENT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for an initial flight instructor certificate, an additional instructor rating, the renewal of a current flight instructor certificate, or the reinstatement of an expired flight instructor certificate. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

3. GENERAL. FSDO's authorize FIE's to conduct practical tests for the original issuance of a flight instructor certificate on a case-by-case basis only. If the FSDO is unable to schedule an instructor applicant for testing with an inspector within 30 days of application, the FSDO refers the applicant to a selected FIE.

A. Authorization to Conduct Renewals and Reinstatements. An FIE is authorized to conduct the renewal or reinstatement of a flight instructor certificate on the basis of a practical test only.

B. Medical Certificate Requirements. An applicant for the original issuance, renewal, or reinstatement of a flight instructor certificate or rating is not required to hold a current medical certificate. However, an instructor who serves as a PIC or required crewmember of an airplane or rotorcraft must hold a current medical certificate.

(1) An examiner who elects to conduct a practical test of an airplane or rotorcraft applicant not holding a medical certificate becomes the PIC of the aircraft.

(2) An examiner is not required to test an applicant whose lack of medical certificate makes it necessary for the examiner to accept PIC responsibility. The decision to conduct such a test rests solely with the examiner. The examiner should consider the liability entailed before agreeing to conduct a test requiring the examiner to act as PIC.



5. KNOWLEDGE TEST. The flight instructor knowledge examination consists of two tests: Fundamentals of Instructing (FOI) and a test appropriate to the instructor rating sought. The FOI test is common to all instructor ratings and need not be repeated for a subsequent instructor rating if the applicant holds any flight instructor or ground instructor certificate.

A. FOI Test Alternate Criteria. An applicant for the original issuance of a flight instructor certificate need not take the FOI test if the applicant meets certain alternate criteria. However, the applicant must present appropriate documentation to the FSDO and obtain an authorization to use either of the following in lieu of the FOI test:

(1) a current teacher's certificate issued by a state, county, or city authorizing the applicant to teach in a secondary school;

(2) evidence of full time employment as a teacher in a secondary school where a teacher's certificate is not required; or

(3) evidence of regular employment as an instructor at an accredited college or university.

B. Test for Instructor Rating Sought. Except when adding a single-engine or multiengine instructor rating to an existing flight instructor-airplane certificate, an applicant for a flight instructor certificate must pass the applicable knowledge test for each rating sought. A knowledge test is required for the following ratings:

(1) Flight Instructor, Airplane;

(2) Flight Instructor, Rotorcraft-Helicopter;

(3) Flight Instructor, Rotorcraft-Gyroplane;

(4) Flight Instructor, Instrument-Airplane;

(5) Flight Instructor, Instrument-Helicopter; and

(6) Flight Instructor, Glider.

7. PRACTICAL TEST. The examiner shall conduct the practical test for original issuance, additional ratings, renewal, and/or reinstatement of a flight instructor certificate in accordance with the Flight Instructor Practical Test Standards. The examiner may also require the applicant to demonstrate knowledge and skill from other PTS such as Private Pilot, Commercial Pilot, or Instrument Practical Test Standards.

A. Renewal or Reinstatement Tests. The examiner shall select sufficient tasks from the appropriate PTS to adequately evaluate the applicant's competence to hold a flight instructor certificate.

B. Acceptable Aircraft. A turbojet or fan jet shall not be used for the original issuance of a flight instructor certificate with an airplane rating. They may be used for added ratings.

9. ELIGIBILITY REQUIREMENTS. A flight instructor applicant must hold either a commercial pilot certificate or an ATP airman certificate. A commercial certificate issued on the basis of a foreign pilot license does NOT satisfy this requirement. If holding a commercial certificate, the applicant must also hold an instrument rating if applying for a flight instructor-airplane or a flight instructor instrument-airplane rating.

A. Medical Certificate. An applicant for an instructor certificate is not required to hold a current medical certificate.

B. Logbook Endorsement. An applicant for a flight instructor-airplane or flight instructor-glider rating must present a logbook endorsement from an authorized instructor who has provided the applicant with spin entry, spin, and spin recovery training in an aircraft of the APPROPRIATE CATEGORY and has found the applicant competent and proficient in those areas.

(1) Except in the case of a retest after a failure for the deficiencies stated in section 61.49(b), the examiner may accept the logbook endorsement or require the applicant to demonstrate competency in spin tasks.

(2) The examiner and the applicant are not required to wear parachutes for spin task demonstration during a flight instructor practical test.

C. Flight Proficiency Endorsement. An applicant must have received flight instruction by an instructor meeting the requirements of section 61.187(b) in the subjects stated in section 61.187 (a)(1) through (6), appropriate to the flight instructor rating sought.

(1) The applicant's logbook must contain an endorsement from that instructor certifying that the applicant is competent to pass a test on those subjects.

(2) Other instructors, not necessarily meeting those requirements, may have given the applicant instruction; however, some instruction in each subject and the appropriate logbook endorsement must have been given by an instructor meeting the requirements of section 61.187(b).

D. Aeronautical Knowledge. The applicant must present evidence of meeting the requirements of sections 61.185(a) and (b). The applicant may use the following items to show compliance with section 61.185(a):

(1) a certificate of graduation from an appropriate pilot training course;

(2) a certificate of graduation from an appropriate ground school course;

(3) a certificate of graduation from an appropriate home study course;

(4) completion of an appropriate home study course with a statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily completed the course;

(5) satisfactory completion of an appropriate course of instruction given and certified by an authorized ground or flight instructor; or

(6) a certified college transcript or teaching certificate. The college transcript should list the following items or their equivalents:

(a) Educational Psychology;

(b) General Psychology;

(c) Tests and Measurement;

(d) Teaching Methods in Aviation or Science;

(e) Secondary School Curriculum Development and Lesson Planning;  
and

(f) Practice teaching in a classroom or on the flight line.

E. Instructor Endorsements. An applicant may meet the requirements of section 61.185(b) without further instruction provided the ground instruction required by sections 61.105(a), 61.125(a), and 61.65(b), as applicable, was endorsed by authorized ground and/or flight instructors.

(1) The applicant may also present a flight or ground instructor's endorsement certifying that the instruction required by section 61.185(b) has been accomplished. The endorsement should be similar to the sample endorsement provided in AC 61-65, Certification: Pilots and Flight Instructors.

(2) A graduate of an approved pilot school may present a record of training which lists the subjects covered and has been certified by the approved school.

F. Knowledge Test Report. The applicant must present the required knowledge test report(s) except when adding a single or

multiengine class rating to an existing flight instructor certificate.

11. GENERAL PROCEDURES FOR RENEWAL OR REINSTATEMENT. The examiner may require an applicant for the renewal or reinstatement to complete all or any portion of the instructor practical test that the examiner deems necessary to determine the applicant's competence to hold a flight instructor certificate.

A. Endorsement Not Required. A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except in accordance with the provisions of section 61.49 for a retest.

B. Expiration Date. A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the date of the renewal or reinstatement.

C. Examiner Qualifications for Renewal Tests of Applicants with Multiple Category Ratings. In order to conduct a practical test for the renewal of a flight instructor certificate with more than one aircraft category rating, an examiner must be designated in at least one of the categories of aircraft on the flight instructor certificate to be renewed.

D. Renewal of All Ratings. An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional instructor rating constitutes the renewal of an instructor certificate.

13. REINSTATEMENT REQUIREMENTS. The holder of an expired flight instructor certificate issued AFTER November 1, 1975 may have all ratings on that certificate reinstated by satisfactorily completing one practical test. The applicant need not provide a complex airplane for the practical test. No knowledge test is required.

A. Conversion to New System. The holder of a flight instructor certificate issued BEFORE November 1, 1975, that does not bear any of the new class or instrument ratings listed in section 61.5(c)(2), (3), or (4), may not exercise the privileges of that certificate. Holders of those old flight instructor certificates

were permitted to convert them to the new system of flight instructor certificates and ratings until November 1, 1975.

(1) Applicants who failed to convert old flight instructor certificates before November 1, 1975, may reinstate those certificates by complying with the provisions of paragraph 13B.

(2) The holder of a flight instructor certificate with a glider rating need not convert that rating to a new class rating to exercise the privileges of that certificate and rating.

B. Reinstatement of Old Certificates Issued Before November 1, 1975. The revision of part 61 was not intended to rescind any privilege previously authorized. The holder of an old flight instructor certificate issued before November 1, 1975, authorizing "FLIGHT INSTRUCTOR-AIRPLANES" or "FLIGHT INSTRUCTOR-INSTRUMENTS," may no longer exchange that certificate for a flight instructor certificate issued under current part 61. However, the applicant may reinstate the old instructor certificate by satisfactorily passing the practical test prescribed by section 61.183 for EACH AIRCRAFT CLASS RATING SOUGHT. No knowledge test is required.

(1) An applicant who holds an old instructor certificate for "FLIGHT INSTRUCTOR-AIRPLANES" and wants flight instructor privileges for single and multiengine aircraft must pass BOTH practical tests. If only the single-engine practical test is completed, the applicant is issued a certificate noting "FLIGHT INSTRUCTOR-AIRPLANE SINGLE-ENGINE."

(2) An applicant who holds an old instructor certificate for "FLIGHT INSTRUCTOR-INSTRUMENTS" may be issued a flight instructor certificate authorizing "FLIGHT INSTRUCTOR, INSTRUMENT-AIRPLANE" and/or "FLIGHT INSTRUCTOR, INSTRUMENT-HELICOPTER," depending on the category(ies) of aircraft in which the applicant passes the practical test. The applicant must hold the applicable aircraft category rating on his/her pilot certificate in order for the aircraft category to be reinstated on the flight instructor certificate.

(3) An applicant who holds an old instructor certificate which authorizes both "AIRPLANES" and "INSTRUMENTS" may reinstate either or both privileges. If the applicant reinstates only one instructor rating, the knowledge test previously passed by the applicant is protected by a statement on the new certificate that notes the

expired authorization. For example, the applicant satisfactorily completes the practical test for airplane instructor privileges, but does not take the test for instrument instructor privileges. The new flight instructor certificate would state "FLIGHT INSTRUCTOR-AIRPLANE SINGLE-ENGINE, INSTRUMENTS EXPIRED [ date ]." (The expired rating may be reinstated later if the applicant passes the appropriate practical test.)

(4) The holder of an expired flight instructor certificate who holds only a private pilot certificate or who does not hold an instrument rating may reinstate that instructor certificate even though the applicant does not meet current pilot certificate and/or instrument rating requirements for the instructor certificate sought.

C. Old Flight Instructor Ratings on Pilot Certificates. An old INSTRUCTOR RATING ON A PILOT CERTIFICATE may not be reinstated, exchanged, or used for any current instructor privileges. A flight instructor rating or a limited flight instructor rating on a pilot certificate is no longer valid and may not be exchanged for a similar rating or a flight instructor certificate. The holder of either of those ratings on a pilot certificate may be issued a flight instructor certificate only if the applicant passes the knowledge and practical tests prescribed by section 61.183 for the instructor certificate and rating sought.

15. DENIAL OF RENEWAL OR REINSTATEMENT. If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate or rating by satisfactorily completing the applicable practical test, the examiner issues the applicant a Notice of Disapproval of Application. If renewal or reinstatement has been denied on the basis of the applicant's flying proficiency, the examiner should document the deficiencies and contact the FSDO so that the FSDO may consider the need for further action.

17. GOLD SEAL INSTRUCTOR CERTIFICATES. A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his/her flight instructor certificate or at any time the instructor makes application upon meeting the requirements.

A. Gold Seal Requirements. A gold seal certificate may be issued to an instructor who holds a flight instructor certificate and a commercial pilot certificate with an instrument rating; holds a ground instructor certificate with an advanced or an instrument

ground instructor rating; and has met ONE of the following criteria within the past 24 months:

(1) trained and recommended at least 10 applicants for certificates or ratings with at least 80 percent of those applicants recommended passing the practical test on their first attempt;

(2) conducted at least 20 certification practical tests as an examiner or conducted 20 graduation tests as a chief flight instructor for an approved pilot school course; or

(3) a combination of the training and testing requirements listed in subparagraphs 17A(1) and (2). (Two tests conducted equal one applicant trained and recommended.)

B. Renewal of a Gold Seal Certificate. The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. An instructor who qualifies for a gold seal certificate is entitled to receive another gold seal certificate on all flight instructor certificate renewals and/or reinstatements.

19. CATEGORY, CLASS, AND INSTRUMENT RATINGS PLACED ON AN INSTRUCTOR CERTIFICATE. The following ratings are placed on flight instructor certificates where applicable:

A. Aircraft Category Ratings.

(1) AIRPLANE

(2) ROTORCRAFT

(3) GLIDER

B. Airplane Class Ratings.

(1) SINGLE-ENGINE



(2) MULTIENGINE

C. Rotorcraft Class Ratings.

(1) HELICOPTER

(2) GYROPLANE

D. Instrument Ratings.

(1) INSTRUMENT-AIRPLANE

(2) INSTRUMENT-HELICOPTER

21. LIMITATIONS. There is no provision for an examiner or an inspector to issue operating limitations on a flight instructor certificate.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, subpart G, familiarity with the PTS for flight instructor practical tests, and designation as an FIE.

B. Coordination. This task requires coordination with the supervising FSDO.

3. REFERENCES, FORMS, AND JOB AIDS.

## A. References.

Parts 61, 91, and 141

FAA-S-8081-6, Flight Instructor Practical Test Standards for Airplane - Single-Engine and Multiengine

FAA-S-8081-7, Flight Instructor Practical Test Standards for Rotorcraft/Helicopter and Rotocraft/Gyroplane

FAA-S-8081-8, Flight Instructor Practical Test Standards for Glider

FAA-S-8081-9, Flight Instructor-Instrument (Airplane and Helicopter) Practical Test Standards

Other applicable PTS

AC 61-21, Flight Training Handbook

AC 61-65, Certification: Pilots and Flight Instructors

## B. Forms.

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

FAA Form 8710-1, Airman Certificate and/or Rating Application

## C. Job Aids.

Sample figures

## 5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;

(2) a commercial pilot certificate (with an instrument rating, if applicable) or an ATP airman certificate;

(3) a current or expired flight instructor certificate, if for renewal/reinstatement;

(4) an airman medical certificate, if any;

(5) knowledge test report(s) or authorization to use alternate criteria for the FOI test, if applicable;

(6) an FAA-approved pilot school graduation certificate, if applicable;

(7) a personal logbook or other records substantiating the flight experience shown on the application form;

(8) the aircraft maintenance records;

(9) the aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used;

(10) the aircraft registration;

(11) the FCC aircraft station license; and

(12) an acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) through (12).

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Flight Instructor," and noted "Initial," "Renewal," "Reinstatement," or "Additional Instructor Rating," as appropriate to the practical test to be conducted.

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information provided in chapter 5, section 1, paragraph 41.

(3) If the applicant is applying for the original issuance of a flight instructor certificate, ensure that an authorized flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 37.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. If for the original issuance of an instructor certificate, determine if the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate or rating sought (sections 61.183, 61.185, and 61.187).

(1) Determine if the applicant holds a commercial pilot certificate or an ATP certificate with an aircraft rating appropriate to the instructor rating sought. If the applicant is seeking an airplane instructor or an instrument instructor rating, verify that the applicant has an instrument rating.

(2) Verify that the applicant holds a current airman medical certificate, if applicable. If the applicant does not hold a medical certificate and the test is to be conducted in an airplane or rotorcraft, decide whether to accept PIC responsibility in order to conduct the test.

(3) Determine whether the applicant is able to read, write, and converse fluently in the English language.

(4) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71.

(5) Examine the applicant's logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify that the required endorsements for ground and flight instruction have been certified by an AUTHORIZED instructor (sections 61.185(b) and 61.187).

(6) Have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in section 61.185(a) or an acceptable equivalent.

(7) As applicable to the instructor rating sought, inspect the applicant's knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the FOI test.

(8) If for renewal, determine if the applicant holds a current flight instructor certificate.

(9) If for reinstatement, determine if the applicant holds an expired flight instructor certificate. Note the date of issuance. If issued after November 1, 1975, the applicant may reinstate all ratings with a single practical test. No knowledge test is required.

(a) If issued before November 1, 1975, determine what practical tests will be required to reinstate the ratings sought by the applicant. No knowledge test is required.

(b) If the applicant presents an old flight instructor RATING ON A PILOT CERTIFICATE, advise the applicant that the rating is no longer valid and may not be reinstated.

(10) If for an additional instructor rating, check the record of flight time in Section III of the application to determine if the applicant has the minimum flight experience required for the additional instructor rating sought (section 61.191). Ensure the applicant has passed the appropriate knowledge test for the additional rating, if applicable.

(11) If the applicant has checked the Yes box of Section IV of the application, verify that the applicant meets the requirements of section 61.49.

F. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins. After review, return the documents to the applicant.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

H. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the instructor certificate and associated rating(s) sought, accept the application and conduct the practical test in accordance with the guidance in the appropriate PTS and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5C, and figure 5-1.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date.

I. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate or rating sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 51.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

J. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the instructor certificate and ratings sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the guidance in chapter 5, section 1, paragraph 47.

(1) Enter the appropriate instructor ratings on Line xii of the temporary certificate.

(2) Place on the temporary certificate any instructor ratings not reinstated with the original date(s) of expiration from the superseded certificate.

(3) Place the notation "VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [ enter number ]. EXPIRES [ enter date ]" on Line XIII of the temporary certificate.

(4) If the applicant is eligible for a gold seal instructor certificate, enter the notation "GOLD SEAL CERTIFICATE" in the block containing the Original Issuance/Reissuance boxes on the temporary certificate. (See figure 13-1.)

(5) Verify that all information on the form is correct. Sign the certificate and direct the airman to sign Line VII of the form.

(6) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

K. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 43.

(1) Mail the completed certification file to the supervising FSDO not later than 5 days after the completion of the test.

(2) ACRA certification files may be sent directly to AFS-760.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

9. FUTURE ACTIVITIES.



A. The applicant may return for a flight instructor renewal or reinstatement practical test.

B. The applicant may return for an additional flight instructor rating.

C. The applicant may return to apply for a gold seal flight instructor certificate.

FIGURE 13-1

GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATE

## CHAPTER 14. ACCOMPLISH DESIGNATION/CONDUCT AUTHORIZED FUNCTIONS AS A TRAINING CENTER EVALUATOR

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine if an individual meets the qualifications for designation as a TCE, complete the procedures required for initial designation, and conduct certification functions as a TCE. Successful completion of this task results in designation as a TCE and the appropriate exercise of the TCE's authority.

3. GENERAL. All certification practical tests conducted in flight simulators must be conducted in an approved training program of a part 142 certificate holder or, for persons subject to part 121 or part 135, in an approved training program of a certificate holder operating under those parts. Training centers must have an adequate number of TCE's for airman certification functions and determination of airman proficiency and competency. Each training center having enough certification activity to warrant designation of a TCE where the FAA does not have available operations inspector resources to accomplish required airman certification activities will be asked to enter into a Memorandum of Understanding (MOU) with the FAA. A sample MOU is provided in figure 14-1.

A. Eligibility Requirements for Designation. To be eligible for designation as a TCE, each applicant must:

- (1) Be an employee of the training center.
- (2) Have satisfactorily completed the training center's approved instructor training program or equivalent instructor training.
- (3) Have a minimum of 1 year of experience as an instructor or check airman in the appropriate make, model, and, if applicable, type of aircraft.
- (4) Hold an ATP certificate and appropriate type rating if seeking authority to conduct certifications tests for an ATP certificate or any type rating.

(5) Hold the applicable certificate if seeking authority to conduct certification tests in flight engineer or aircraft dispatcher training programs.

B. TCE Duties. A TCE performs authorized functions and assigned duties primarily or exclusively at training centers certificated under part 142.

## 5. INITIAL DESIGNATION.

A. Training Curriculum. A TCE candidate must satisfactorily complete an approved evaluator training curriculum consisting of instruction in:

- (1) Evaluator duties.
- (2) Functions and responsibilities.
- (3) Methods, procedures and techniques for conducting the required tests.
- (4) Evaluation of applicant performance.
- (5) Management of unsatisfactory tests and subsequent corrective actions.

B. Flight Training Equipment. If conducting evaluations in flight training equipment, the TCE applicant must satisfactorily pass a written test and a proficiency check in the applicable flight training equipment.

C. Conduct of Training and Testing. The FAA training center program manager (TCPM) will conduct the training, testing, and checking specified in paragraphs 5A and B for all evaluators.

D. Preliminary Training. Before designation, the TCPM will ensure that the TCE applicant has successfully completed the standardized training provided by the TCPM. If that standardized

training is not reasonably available, the General Aviation and Commercial Division, AFS-800, may approve equivalent training covering the following topics:

(1) The knowledge, abilities, and skills required for the applicable certification duties authorized.

(2) The procedures, methods, and techniques associated with administering the applicable certification events required by the PTS.

(3) The authority, responsibilities, and limitations under the regulations; existing grants of exemption; and applicable handbook guidance.

(4) The use of FAA forms and references associated with the particular functions to be accomplished by a TCE.

(5) The administrative procedures and supervisory relationships that exist in the TCE program.

(6) The functions of a TCE as a representative of, and responsible to, the FAA Administrator.

(7) The understanding that company policies, economics, union affiliation, and seniority issues are not relevant when conducting certification of airmen.

7. PRACTICAL TEST. The practical test for initial TCE designation will consist of oral and simulator tests, appropriate to the designations and authorizations sought. These tests aid the FAA in determining the candidate's flight proficiency, knowledge of pilot certification and rating requirements, and ability to evaluate other pilots in accordance with the Airline Transport Pilot and Type Rating PTS.

A. Method of Testing. After formal training, TCE applicants must observe a qualified FAA inspector conduct a complete oral increment of a practical test, a simulator or aircraft flight increment, or both. The observation shall include the necessary briefings and the completion of airman certification paperwork.

The inspector then evaluates the prospective TCE, who conducts at least one complete oral increment of a practical test, a simulator or aircraft flight increment, or both. The observation shall include the necessary briefings, and certification paperwork for the certificate or added rating involved.

B. Practical Test Criteria. The procedures and criteria for practical tests stated in chapter 2, section 1, paragraphs 11A through D, are applicable to initial designation and renewal tests for TCE's.

9. CERTIFICATE OF AUTHORITY AND LOA. Upon the candidate's satisfactory completion of all designation requirements, the FSDO will issue the TCE a Certificate of Authority and an LOA stating the types of aircraft, simulator, or both, and the specific tests and checks which the TCE is authorized to conduct. The LOA is valid only as long as the Certificate of Authority is current and expires when the TCE's designation expires.

A. Simulators Only. The FSDO will enter the phrase "simulator only" on the TCE's LOA if the TCE is authorized to conduct practical tests in simulators only.

B. Authorizations. A TCE may:

(1) Accept applications and conduct certification practical tests for the original issuance of an ATP certificate and/or type ratings to be added to any grade of pilot certificate, as specifically authorized by the TCE's LOA.

(2) Conduct the proficiency checks required by section 61.58.

(3) Conduct the practical tests required by sections 61.67 and 61.68 for Category II and Category III authorizations.

(4) Conduct the practical test required by section 61.191 for an instrument instructor rating to be added to a CFI certificate.

(5) Conduct the proficiency checks required by sections 121.441 and 135.297, the competency check required by section 135.293, and certification practical test for an ATP certificate and/or a type

rating added to the ATP certificate if the TCE complies with the applicable check airman requirements of volume 3, chapter 3 of FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, and has been approved by the principal operations inspector (POI) for the air carrier. The TCE could have check airman authority on his or her LOA before being approved as a check airman by the POI, but in any case must be approved by the POI before conducting proficiency or competency checks for the air carrier.

(6) Conduct the competency check required by section 125.287, and the instrument proficiency check required by section 125.291.

(7) Conduct the certification practical tests required by sections 63.39 and 65.59 and the proficiency checks required by sections 91.529, 121.453 and 125.265. The provisions of paragraph (5) above apply to checks conducted to satisfy requirements of part 121.

C. Limitations. A TCE:

(1) May accept applications only from applicants who have completed a course of training at the training center at which the TCE is employed.

(2) Should not serve as a required crewmember during the conduct of a practical test.

(3) Shall conduct all practical tests in accordance with the appropriate PTS.

(4) Shall conduct practical tests for applicants only within the geographic area of the training center's certificate holding district office (CHDO) unless coordinated and approved by the appropriate FAA regional offices.

(5) Is issued a certificate of authority that shall be valid for 1 year only. The certificate of authority will be rescinded when the TCE leaves employment with the training center or when the training center's level of certification activity is such that a TCE is no longer required.

(6) Is issued a certificate of authority that shall be limited to not more than two aircraft types.

11. ADDITIONAL DESIGNATIONS. A TCE may qualify for an additional designation by completing the same procedures used for original designation, except that the TCE will not be required to repeat the preliminary training described in paragraph 5D.

A. Demonstration of Competency. Each additional designation requires a demonstration of competency appropriate to the authorization sought. Upon satisfactory completion of a demonstration of competency, the FSDO with oversight responsibility for the employing training center will place the additional authorization on the TCE's LOA.

B. Authorization to Test in an Aircraft. A TCE may apply for authorization to test and check in aircraft. If the FSDO determines need for the authorization and the TCE meets all requirements, the FSDO will add the aircraft authorization to the LOA.

13. RENEWAL OF DESIGNATION. The TCE designation may be renewed annually if the FSDO determines that the continuation of the designation is justified in order to provide adequate service to the training center and its clients and/or if the designation is in the FAA's interest.

A. Requirements for Renewal. To qualify for renewal, the TCE must:

- (1) Continue to meet the requirements for original designation.
- (2) Satisfactorily complete the annual TCE recurrent training provided by FAA.
- (3) Demonstrate knowledge and skill appropriate to the authorization to be renewed by the satisfactory completion of an annual practical test (demonstration of competence).
- (4) Apply for renewal at least 60 days before the TCE's current certificate expires. Application is made using FAA Form 8710-9,

Designated Examiner Application/Qualification Record, and requires a list of the TCE's testing and checking activities for the previous 12 calendar-months.

B. Recurrent Training. In addition to the annual instructor training requirements, TCE recurrent annual training must include:

(1) The knowledge, abilities, and skill requirements to conduct a practical test for issuance of a commercial or ATP certificate or additional ratings, as applicable.

(2) The procedures, methods, and techniques associated with administering practical tests.

(3) The TCE's responsibilities, authority, and limitation under the regulations, existing exemptions, and applicable handbook guidance.

(4) The use of FAA forms and references associated with the TCE functions.

(5) The administrative procedures and supervisory relationships between the TCPM and the TCE.

(6) The role of the TCE as a representative of, and responsible to, the FAA Administrator.

15. TERMINATION OR NONRENEWAL. The guidance provided in chapter 1, section 4, paragraphs 7 and 9, regarding delegation and recision of an authorization and termination or nonrenewal of a designation, applies to all TCE designations, including designations for simulator only.

19. COMPLIANCE WITH OTHER PROVISIONS. In addition to complying with the guidance in this chapter, a TCE shall comply with the applicable provisions of chapters 1 through 15.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.



A. Prerequisites. This task requires knowledge of 14 CFR parts 61, 63, 65, 121, 125, 135, and 142, as applicable, FAA policies and procedures, and the appropriate PTS. It also requires the applicable grade of airman certificate, appropriate ratings, and the technical qualifications, experience, and eligibility requirements specified in section 1 for the designation sought.

B. Coordination. This task will require coordination with an operations inspector, an applicant for a certification practical test, and training center management. It may require coordination with the POI's of contracting air carriers, FAA regional offices, and AFS-800.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61, 63, 65, 91, 121, 125, 135, 142, and 183

All applicable PTS

#### B. Forms.

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8430-9, Certificate of Authority

FAA Form 8000-5, Certificate of Designation

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

C. Job Aids.

Sample figures (See chapters 2, 5, 10, and 12.)

5. PROCEDURES. Accomplish the following steps, as applicable.

A. Obtain and Complete Form. Obtain FAA Form 8710-9 from any FSDO. Complete the form and attach a copy of the airman certificate(s) held by the applicant. Forward the completed application to the appropriate FSDO.

B. Training. Accomplish the required TCE training.

C. Schedule and Complete Practical Test. Upon completion of the required training, schedule an appointment with the supervising inspector for the practical test. Coordinate the necessary arrangements with the applicant and the training center.

(1) Review chapter 5 and other chapters, as applicable, in preparation for the practical test.

(2) The test (knowledge and skill evaluation) covers tasks selected by the inspector from the flight instructor PTS with emphasis on elements of evaluation as specified by Area of Operation I, Task D, Evaluation. The inspector will place added emphasis on the candidate's knowledge of applicant flight and oral testing procedures.

(3) Complete an FAA Form 8710-1 before arriving for the practical test.

(4) Complete the procedures outlined in chapter 2, section 2, paragraphs 5F through J, as applicable.

D. Designation. Upon satisfactory completion of the practical test, the TCE forwards the application and request for TCE designation to AFS-800 through the appropriate FAA regional office.

(1) AFS-800 advises the TCPM through the regional office on the status of the request.

(2) The CHDO issues the candidate a Certificate of Designation, a Certificate of Authority, an LOA and all appropriate materials.

E. Training Center MOU. In accordance with the MOU between the training center and the CHDO, the training center provides initial type rating training and recurrent training, less aircraft flight time, for the TCPM and partial program managers, providing TCE surveillance as needed.

(1) The training center forwards a copy of the MOU to: General Aviation and Commercial Division, AFS-800, 800 Independence Avenue, SW., Washington, DC 20591.

(2) The training center provides a copy of the MOU to the appropriate regional office.

7. TASK OUTCOMES. Successful completion of this task results in the candidate's designation as a TCE and appropriate exercise of the evaluator's authority.

9. FUTURE ACTIVITIES. Future activities of the TCE may include all of the following items.

A. Recordkeeping for all applicants tested.

B. Accomplishment of inspections of the TCE scheduled by the CHDO.

C. Application for renewal of designation not less than 60 days before the expiration date of the current designation.

D. Participation in aviation safety programs.

E. The addition of other TCE authorizations.

FIGURE 14-1

SAMPLE MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN BARRETT AVIATION

AND THE FEDERAL AVIATION ADMINISTRATION

The parties involved are Barrett Aviation, 2243 Alamo Circle, San Antonio, TX 76176; and the Federal Aviation Administration (FAA) San Antonio Flight Standards District Office (SAT FSDO). The object of this memorandum is to establish a working agreement for an FAA evaluator program. This memorandum of understanding (MOU) will be terminated when there is no longer a need for an evaluator.

1. The FAA evaluator program has been established under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142 for the delegation of certification authority and responsibility to selected employees of simulator flight training centers. The evaluator program is comprised of employees of Barrett Aviation who may conduct airman certification practical tests under the supervision of an FAA inspector known as the training center program manager (TCPM). When a TCPM is responsible for more than two aircraft programs, a partial program manager (PPM) may be assigned to assist the TCPM. The TCPM and PPM are functionally responsible for the surveillance and certification activities for the aircraft to which they are assigned. Unwarranted co-training and co-qualification of PPM's is not contemplated.

2. The TCPM is directly responsible for the FAA regulatory management and surveillance of the training center.

3. The evaluator program is based upon the requirement that Barrett Aviation and the SAT FSDO maintain an open relationship. Barrett Aviation agrees to allow the TCPM unrestricted access to facilities, working-level personnel, and managers.

a. Barrett Aviation agrees to actively and continuously measure the effectiveness of its policies and procedures, manuals, and training programs. Through the TCPM, the FAA will share its surveillance findings so that Barrett Aviation is provided an independent assessment to measure the effectiveness of this program.

b. The guidelines contained in Advisory Circular 120-56, Air Carrier Voluntary Disclosure Reporting Procedures, shall serve as the basis for a voluntary disclosure program.

c. In order to function effectively in the evaluator program, the TCPM and PPM require an expert knowledge of the training center's programs. Barrett Aviation agrees to extend privileges to the TCPM and PPM's beyond those afforded to aviation safety inspectors not assigned as the TCPM or PPM. The privileges should include all privileges that the training center grants to its own check airmen (except that of acting as pilot-in-command (PIC) of an aircraft in flight). For example, the TCPM and PPM's should be granted the same authority to operate the flight controls of flight simulators and flight training devices as the operator grants to its own check airmen.

4. Barrett Aviation may provide the TCPM and PPM with the training that they provide to their instructors and check airmen for initial qualification as well as recurrent training requirements. This training should consist of at least the following:

a. Basic Indoctrination Training, if required.

b. Initial Equipment Training (includes type rating, if required).

c. Any Special Training (such as Category II or Category III procedures, if required) (Simulator Only).

5. The TCPM and PPM's are eligible for flight simulator training and may receive the certification in a flight simulator in accordance with Barrett Aviation's existing exemptions or part 142. For initial training, 2 hours as PIC in the actual aircraft is desirable, but often impractical. The FAA will determine when training in the aircraft is needed. If aircraft training is

needed, the FAA will make arrangements and pay for the use of the aircraft.

FIGURE 14-1--Continued

#### SAMPLE MEMORANDUM OF UNDERSTANDING

6. The TCPM and PPM's should complete recurrent training and proficiency checks on the same basis as that administered to the training center's instructors and check airmen as follows:

a. Two hours of flight simulator time as PIC each quarter. This flight simulator time should be provided by Barrett Aviation at its expense and may be provided in a "dry" or "wet" status. The TCPM will schedule this training.

b. Two hours of flight simulator time annually for warm-up practice as PIC. This warm-up flight simulator time is required before the TCPM or PPM receives the annual proficiency check administered by the FAA. This period should be provided by Barrett Aviation at its expense, and may be provided in a "dry" or "wet" status. This warm-up flight simulator training will satisfy the quarterly requirement for the calendar quarter in which it is provided.

c. A 2-hour flight simulator period should be made available for administering the TCPM's or PPM's annual PIC proficiency check. The FAA will provide an inspector to administer the required proficiency check, and Barrett Aviation will provide qualified crewmembers to fill other required crew positions. This flight simulator time should be provided by Barrett Aviation at its expense.

d. Each TCPM and PPM should receive annual recurrent ground training on the same basis as that administered to Barrett Aviation's instructors. This training should be provided by Barrett Aviation at its expense.

7. Evaluators must be nominated by Barrett Aviation. The following criteria will be used for selection of an evaluator:

a. The nominee must be employed by Barrett Aviation.

b. The nominee must be qualified and current in the aircraft in accordance with part 121, 135, or 61 or exemption numbers [ enter applicable exemption numbers ], as amended. If conducting training for an air carrier under contract, the instructors must be qualified in accordance with that air carrier operator's training program, operational procedures, and manuals.

c. The nominee must possess the appropriate airman certificate, with aircraft class and type ratings.

d. The nominee must have at least 1 year of experience as an instructor, check airman, or designated examiner under part 61 or in a part 121 or 135 air carrier training program, as appropriate, unless waived by the SAT FSDO.

e. The nominee must have had no accidents or violations related to instructor or examiner duties within the past 5 years.

8. The evaluator will be authorized to serve as an evaluator on one type of aircraft. Additional type rating authorizations may be added to the certificate of authority upon approval by AFS-800. This authority is limited to the certification of graduates of Barrett Aviation's training program or a contracting air carrier's FAA-approved training program.

9. All certification conducted by the evaluator shall be limited to the privileges of the evaluator's certificate of authority. The evaluator may conduct pilot practical tests for initial issuance of a pilot certificate, including airline transport pilot (ATP), and for category, class, and type ratings to be added to an ATP, commercial pilot, or private pilot certificate. An evaluator may conduct pilot proficiency checks under part 61.

10. Except for the last 5 hours of flight simulator or flight training before the evaluation, an evaluator may conduct training and the evaluation, unless authorized otherwise by the TCPM. An

evaluator may not conduct FAA knowledge tests, special medical evaluations, tests for waivers, or any reexamination conducted under the provisions of Title 49 of the United States Code, U.S. Transportation Laws, Section 44709(a). Any privileges and limitations listed in a letter of authority issued outside an evaluator program do not apply to the evaluator program.

FIGURE 14-1--Continued

#### SAMPLE MEMORANDUM OF UNDERSTANDING

11. Before designation of an evaluator, the TCPM shall ensure that each evaluator nominee successfully completes an approved examiner standardization course. The course must include:

a. The administrative procedures and supervisory relationships (FAA oversight) that exist in the evaluator program.

b. The functions of a designated examiner as a representative of the FAA Administrator.

c. The understanding that company policies, economics, union affiliation, and seniority are not relevant issues when determining certification requirements of airmen.

d. The knowledge, abilities, and skills required for the applicable certification duties authorized.

e. The procedures, methods, techniques, and guidance contained in the Practical Test Standards and FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 5, chapters 1 through 6.

f. The authority, responsibilities, and limitations of designated examiners under the regulations, applicable exemptions, and handbook guidance.



g. The use of the FAA forms, computer software, and job aids associated with the particular designated examiner function.

h. After completion of the standardization course, observation of a TCPM or PPM conducting a complete oral increment of a practical test, flight simulator increment of a practical test, and, if applicable, an aircraft increment of a practical test, including all necessary briefings and completion of the certification paperwork.

12. The TCPM shall conduct regular quarterly standardization meetings with the evaluators for the purpose of maintaining an effective working relationship and clarifying problem areas. (The TCPM shall ensure that required supplies and materials are available to the evaluators.)

13. The TCPM shall attend instructor safety meetings held by Barrett Aviation.

The following signatures signify agreement to this memorandum of understanding and its contents:

XXXXXXXXXXXXXXXXXXXXX

Barrett Landon, President  
Date

Barrett Aviation

XXXXXXXXXXXXXXXXXXXXX

Newt Rogers  
Date

Manager, San Antonio

Flight Standards District Office

XXXXXXXXXXXXXXXXXXXXX

Ryan A. Donlon  
Date

Training Center Program Manager

## CHAPTER 15. ACCOMPLISH DESIGNATION/CONDUCT PROFICIENCY CHECKS AS A PROFICIENCY PILOT EXAMINER

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to qualify for designation as a PPE, complete the procedures required for initial designation, and conduct PIC proficiency checks as authorized. Successful completion of this task results in designation as a PPE and the appropriate exercise of the examiner's authority.

3. GENERAL Where the FSDO determines need at a specific location, the FAA designates a PPE to conduct section 61.58 PIC proficiency checks in aircraft and/or simulators. FSDO's designate PPE's at locations which best serve the interests of the aviation industry and the FAA. The FSDO considers carefully the employer's attitude regarding the candidate's acceptance of this responsibility.

A. Geographic Area. A PPE's testing privileges are NOT limited to the examiner's base of operations or the designating FSDO's geographical area of responsibility.

B. Designation Outside the U.S. A PPE may be designated to serve outside the U.S., provided that the PPE serves U.S. citizens abroad or operators of U.S. registered aircraft and the examiner's activities can be supervised by an appropriate FAA office. An examiner who is designated to serve outside the U.S. or its possessions need not be a U.S. citizen.

C. PPE Authorizations. PPE's are authorized to conduct proficiency checks required by section 61.58, as specified by the examiner's Certificate of Authority and/or LOA.

(1) PPE's may charge each applicant a reasonable fee for services. The PPE ensures that the amount of the fee, and the effect of passing or failing a proficiency check on that fee, is clearly understood by the applicant before the examiner accepts an application.

(2) PPE's are authorized to endorse an applicant's logbook and/or flight record to show satisfactory completion of a proficiency check.

(3) All proficiency checks shall be conducted in compliance with part 121, appendix F.

D. Limitations. A PPE shall not conduct a proficiency check in any aircraft for which the examiner does not hold a category, class, and type rating.

(1) A PPE shall not conduct a proficiency check in a multiengine airplane, turboprop, or turbojet aircraft other than the make and model for which the PPE holds a Certificate of Authority and/or LOA.

(2) A PPE shall not conduct certification practical tests.

E. General Eligibility Requirements. A candidate for designation as a PPE must:

(1) be at least 21 years old;

(2) have a good record as a pilot and a reputation for integrity and dependability in the industry and the community;

(3) be willing to serve the public outside the examiner's organization upon reasonable request by an applicant; and

(4) hold an ATP certificate or a commercial pilot certificate with an instrument rating and, for PPE's authorized for aircraft, a type rating for the type of aircraft authorized.

(a) A PPE must hold PIC privileges for the type of aircraft authorized while acting in an official capacity as a PPE.

(b) A PPE authorized in aircraft must hold at least a third class medical certificate.

(c) A PPE authorized in simulators only need not hold a current medical certificate but, if holding a turbojet simulator authorization, must hold a turbojet rating on his/her pilot certificate. This rating need not be in the same type aircraft that the simulator represents.

(d) A PPE authorized in simulators only and holding a turboprop authorization need not hold a turboprop type rating on his/her pilot certificate.

5. EXPERIENCE REQUIREMENTS FOR DESIGNATION AS A PPE. To be eligible for designation as a PPE, a candidate must meet the following experience requirements, appropriate to the designation sought.

A. PPE-Airplane. The candidate must have at least:

(1) 2,000 hours as PIC, including 100 hours as PIC in each aircraft for which authorization is sought; and

(2) 150 hours of instrument time, including at least 50 hours in actual instrument conditions.

B. PPE-Rotorcraft. The candidate must have at least:

(1) 2,000 hours as PIC, including 100 hours PIC in each make and basic model of rotorcraft for which authorization is sought; and

(2) except for authorization for rotorcraft limited to VFR operations, 150 hours instrument time, including 50 hours in actual instrument conditions.

C. PPE-Simulator. The candidate must have at least:

(1) 2,000 hours as PIC, including 150 hours of instrument time;

(2) 200 hours of instructor time in the type simulator for which authorization is sought; and

(3) must have satisfactorily completed a formal ground school and simulator program on the aircraft type for which a simulator authorization is sought.

7. EXCEPTIONS. A recommendation for the designation of a candidate who does not meet all of the applicable eligibility and experience requirements will be forwarded to the regional Flight Standards division manager for consideration. The recommendation should include a statement of all special circumstances affecting the designation. The division manager's approval is required before any commitment is made or an authorization issued.

9. APPLICATION. A person may submit an application for designation as a PPE to the FSDO at any time. The applicant should request an FAA Form 8710-9, Designated Examiner Application/Qualification Record, from the FSDO. The applicant completes the form as indicated and returns it to the FSDO. The FSDO will notify the applicant when candidates are being considered for designation.

11. PRACTICAL TEST. The practical test for initial PPE designation will consist of oral and aircraft and/or simulator tests, appropriate to the designation sought, to determine the candidate's knowledge and flight proficiency regarding the requirements for PIC proficiency checks. Performance on the practical test will determine the candidate's ability to effectively evaluate the proficiency of other pilots.

A. Method of Testing. The supervising inspector may elect to observe the examiner candidate conducting a proficiency check for an actual applicant. The inspector will evaluate the candidate's performance while the candidate evaluates the applicant's performance.

B. Practical Test Criteria. Practical test criteria stated in chapter 2, section 1, paragraphs 11, A through C, should be applied to proficiency checks to the extent appropriate.

C. Training. The inspector will provide training for the candidate on the procedures to be used in evaluating the performance of applicants for proficiency checks.

13. CERTIFICATE OF AUTHORITY AND LOA. Upon the candidate's satisfactory completion of all designation requirements, the FSDO will issue the examiner a Certificate of Authority and an LOA stating the types of aircraft and/or simulators for which the examiner is authorized to conduct proficiency checks. The LOA is valid only as long as the Certificate of Authority is current and expires when the examiner's designation expires.

A. Simulators Only. The FSDO will substitute the word "simulator" for the word "airplane" on the examiner's Certificate of Authority if the examiner is authorized to conduct proficiency checks in simulators only.

B. Airplane and Simulator. A Certificate of Authority noting "airplane" also authorizes the PPE to conduct proficiency checks in a simulator for the type of airplanes authorized.

15. ADDITIONAL DESIGNATIONS. An additional designation may be issued to an examiner by completing the same procedures used for original designation.

A. Demonstration of Competency. Each additional designation requires a demonstration of competency appropriate to the authorization sought. Upon satisfactory completion of the demonstration of competency, the additional authorization will be shown on the examiner's LOA.

B. PPE Holding DPE Authorization. An examiner holding a Certificate of Authority for DPE privileges will be issued a second Certificate of Authority for the PPE designation ONLY if the PPE privileges exceed those authorized by the DPE designation. Otherwise, the DPE designation automatically conveys PPE privileges for the aircraft authorized by the DPE Certificate of Authority and LOA.

17. PROFICIENCY CHECK PROCEDURES. The PPE shall conduct all pilot proficiency checks in compliance with the applicable regulations, appropriate PTS, and ATC procedures. The examiner should observe recommended clearing procedures and good operating practices at all

times. The examiner should emphasize to applicants that cockpit vigilance for other traffic is an important part of total pilot proficiency. The examiner shall use the procedures prescribed in the aircraft flight manual and observe the operating limitations of the aircraft used at all times.

A. Proficiency Checks in Airplanes. The PIC proficiency check in airplanes required for each 24-month period must be accomplished in the type of airplane in which the pilot acts as PIC. However, the pilot may elect to perform certain authorized maneuvers in a simulator or training device.

(1) In alternate 12-month periods in airplanes, the pilot has the option of performing all required maneuvers or procedures in a simulator or a training device in lieu of an airplane.

(2) Whether the pilot chooses to use an airplane, simulator/training device, or both, the required maneuvers and procedures are limited to those outlined in the schedule for the 12-month check.

B. Proficiency Checks in Other Aircraft. Provision for the use of simulators and training devices has been limited to proficiency checks in airplanes because devices having the capability for determining pilot proficiency for other kinds of aircraft are not readily available. Therefore, the proficiency checks required for other kinds of aircraft must include the maneuvers and procedures specified for the issuance of an original type rating in the aircraft used for each 12-month proficiency check.

C. Application Form. An applicant for a PIC proficiency check applies by completing the top portion of FAA Form 8410-1, Airman Proficiency/Qualification Check. The PPE grades the required maneuvers and procedures as satisfactory (S), unsatisfactory (U), or waived (W). At the conclusion of the check, the PPE indicates "Approved" or "Disapproved" on the form and gives the original and one copy of the form to the pilot. The PPE should retain the second copy of the form for the PPE's records.

19. PROFICIENCY CHECK RECORDS. A PPE shall endorse the applicant's logbook or flight record to show completion of the proficiency check or a portion of the check. The endorsement must contain the applicant's name, the date, the type of aircraft or simulator used, the PPE's designation number and signature, and the



result of the check. The PPE shall keep a record of each proficiency check conducted. A list of the proficiency checks conducted must accompany the PPE's application for annual renewal of the designation.

21. INSPECTIONS. The FSDO may inspect a PPE for competency and proficiency at any time deemed appropriate. Also, an inspector will provide guidance or standardization regarding performance of PPE duties in simulators or aircraft at any time the PPE requests such assistance.

A. Inspection Criteria. A PPE inspection may consist of either or both of the following:

- (1) a proficiency check conducted by the PPE observed by an inspector on board the aircraft or simulator; or
- (2) a proficiency check of the PPE in an aircraft or simulator.

B. Deficiencies. If an inspection indicates an apparent deficiency in technique, standards, or judgement, the FSDO will initiate educational or remedial action to correct the deficiency.

23. RENEWAL OF DESIGNATION. The PPE designation expires 12 calendar-months after the date of issuance. The designation may be renewed at any time before the expiration date if continuation of the designation is justified by the need for the examiner's services at that location.

A. Requirements. To qualify for renewal, the examiner must present the following documents and records to the FSDO at least 60 days before the expiration date of the examiner's current designation:

- (1) the examiner's Certificate of Authority;
- (2) a completed FAA Form 8710-9; and
- (3) a record of all proficiency checks conducted by the examiner since the issuance or last renewal of the designation. The record

must show the name of the applicant, the date the check was conducted, and the result of the test.

B. Personal Interview. The examiner should schedule a personal interview with the supervising inspector. Attendance at the FSDO's annual meeting with examiners to review performance, standards, and procedures, may be used to meet this requirement.

C. Standardization Training. Because PPE's perform no certification functions, they are not required to attend the initial or recurrent examiner standardization courses. However, they are encouraged to attend these courses on a voluntary basis. If the PPE elects to attend an examiner initial or recurrent standardization course, the PPE is responsible for all travel, per diem, and course costs.

25. TERMINATION OR NONRENEWAL. The information and guidance provided in chapter 1, section 4, paragraphs 7 and 9, regarding delegation and recision of an examiner authorization and termination or nonrenewal of a designation, applies to all designations, including PPE designations.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, FAA policies and procedures, and the PTS. It also requires the eligibility criteria and experience requirements for designation as a PPE.

B. Coordination. This task will require coordination with an operations inspector and may require coordination with a proficiency check applicant.

### 3. REFERENCES, FORMS AND JOB AIDS.

A. References.

Parts 61, 91, 183, and 121, appendix F

FAA-S-8081-5, Airline Transport Pilot and/or Type Rating Practical Test Standards

B. Forms.

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8410-1, Airman Proficiency/Qualification Check

FAA Form 8430-9, Certificate of Authority

FAA Form 8000-5, Certificate of Designation

C. Job Aids.

None

5. PROCEDURES. Accomplish the following steps.

A. Application. Obtain FAA Form 8710-9, Designated Examiner Application/Qualification Record, from the FSDO. Return the completed form to the FSDO with the following attachments:

- (1) a copy of the airman certificate held by the applicant; and
- (2) a copy of the applicant's airman medical certificate, if applicable.

B. Schedule Practical Test. Upon selection by the FSDO as a PPE candidate, schedule an appointment with the supervising inspector for a practical test. The inspector will advise which method of testing will be used.

(1) If giving a proficiency check to an applicant with the inspector observing, schedule an applicant for the proficiency check.

(2) Complete FAA Form 8710-1 before the practical test.

C. Pretest Activities. Present the following documents to the supervising inspector for review:

(1) the candidate's pilot certificate;

(2) the candidate's airman medical certificate, if applicable;

(3) the candidate's FAA Form 8710-1; and

(4) the candidate's logbooks.

D. Accomplish the Practical Test. Using the guidance in chapter 2, section 2, paragraphs 5F through J, as appropriate to a proficiency check and omitting the steps that apply only to certification practical test procedures, complete the practical test for PPE designation.

E. Designation. Upon satisfactory completion of the practical test (demonstration of competency), the FSDO issues the candidate a Certificate of Designation, a Certificate of Authority, and an LOA.

F. Conduct PIC Proficiency Checks. Conduct PIC proficiency checks in accordance with the requirements of section 61.58, part 121, Appendix F, and the Airline Transport Pilot and/or Type Rating Practical Test Standards.

(1) Verify the applicant's identity.

(2) Inspect the applicant's pilot and medical certificates and the aircraft documents to ensure the applicant is qualified to act as PIC of the aircraft and the aircraft is airworthy for the proficiency check.

(3) If any discrepancies exist in the airman's or the aircraft's documents and records, explain to the applicant how the deficiencies may be corrected.

(4) When satisfied that the airman and the aircraft meet the requirements, complete the proficiency check, testing the appropriate maneuvers and procedures.

(5) Upon completion of the check, endorse the logbook or flight record of the applicant and complete FAA Form 8410-1, indicating the results of the proficiency check.

(6) Provide the applicant with the original and one copy of FAA Form 8410-1 and retain one copy for the examiner's files.

7. TASK OUTCOMES. The successful completion of this task results in the candidate's designation as a PPE and subsequent exercise of the privileges of the designation.

9. FUTURE ACTIVITIES. Future activities of the examiner may include the following items.

A. Accomplishment of inspections by the FSDO.

B. Renewal of the PPE designation.

CHAPTER 16. ACCOMPLISH DESIGNATION/ISSUE CERTIFICATES AS AN  
AIRMAN CERTIFICATION REPRESENTATIVE, LIMITED TO EXAMINING  
AUTHORITY UNDER PART 141

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to complete the procedures required for designation as an ACR employed by an FAA-approved pilot school with examining authority, and to issue airman certificates in accordance with that authorization. Successful completion of this task results in designation as an ACR and the appropriate exercise of the ACR's authority.

3. GENERAL. Approved pilot schools with examining authority under part 141 may request the designation of an ACR authorized to issue airman certificates to graduates after the school's chief instructor determines that the applicants have satisfactorily completed the appropriate courses.

A. ACR Privileges and Limitations. An ACR is authorized to accept applications for pilot certificates and/or ratings from the graduates of an approved pilot school holding appropriate examining authority under part 141. The ACR may accept applications only from eligible course graduates of the pilot school named on the examiner's Certificate of Authority and Certificate of Designation.

(1) The ACR is authorized, after review of the applicant's training records and eligibility, to issue pilot certificates and ratings without further testing.

(2) An ACR is NOT authorized to conduct any knowledge or practical tests in connection with ACR duties.

(3) A DPE may conduct ACR responsibilities and duties without additional authorization.

B. Record of Applications. An ACR shall maintain a record of all certificate and rating applications processed, including those denied and returned to the pilot school for further action.

(1) If an application is denied, the ACR shall return the application, training records, and all attachments to the appropriate pilot school authorities for action.

(2) An FAA Form 8060-5, Notice of Disapproval of Application, WILL NOT be issued.

5. SELECTION OF ACR'S. The holder of an examining authority under part 141, subpart D, may request ACR designation for an owner, corporate officer, partner, or other responsible employee of that company. The pilot school requesting an ACR designation must hold examining authority for both flight and knowledge test privileges or flight test privileges only. Holders of knowledge test privileges only are NOT eligible for ACR designation.

A. Application. The pilot school applying for an ACR designation must submit FAA Form 8710-9, Designated Examiner Application/Qualification Record. The FSDO will review the candidate's qualifications and background in pilot school administration or management and consider the attitude of the candidate's employer regarding ACR responsibilities.

B. General Eligibility and Experience Requirements. In addition to the selection criteria in paragraph 5, an ACR candidate must:

- (1) be at least 21 years of age;
- (2) hold at least a commercial pilot certificate with an instrument rating;
- (3) have a good record as a pilot in regard to accidents, incidents, and violations;
- (4) have a reputation for integrity and dependability in the industry and the community;
- (5) hold a management or administrative position in the pilot school organization that is superior to the chief flight instructor designated for each course of training conducted under examining authority; and

(6) have been employed as the chief flight instructor of the pilot school or have held one of the other positions indicated in paragraph (5), for at least 12 months immediately preceding the application for designation.

C. Alternative Experience. The holder of a current DPE designation meets all eligibility and experience requirements for designation as an ACR.

D. Exceptions. A recommendation for the designation of a candidate who does not meet all of the applicable eligibility and experience requirements is forwarded to the regional Flight Standards division manager for consideration. The recommendation should include a statement of all special circumstances affecting the designation. The division manager's approval is required before any commitment is made or a Certificate of Authority is issued.

E. Examination of the Candidate. After determining that the applicant meets the eligibility and experience requirements, an inspector will conduct an oral examination to determine the candidate's knowledge of:

- (1) pilot school certification requirements;
- (2) pilot school general operating rules;
- (3) examining authority privileges and limitations;
- (4) pilot certificate and rating requirements and procedures; and
- (5) the standards and requirements of the pilot school represented.

F. Training. If the inspector deems the candidate's knowledge adequate for effective administration of the designation, the inspector will instruct the candidate on procedures to be used in evaluating airman applications and training records to determine the validity of the pilot school's recommendations.



G. Designation. The FSDO issues the new ACR a Certificate of Designation, a Certificate of Authority, and an initial supply of official materials appropriate to the authorization.

(1) An inspector will instruct the ACR on how to correctly complete, check, and forward certification files to the FSDO.

(2) ACRA certification files may be sent directly to AFS-760.

7. CERTIFICATION OF GRADUATES. When the ACR issues a certificate and/or rating, the examiner shall complete and certify the appropriate information on the reverse side of FAA Form 8710-1, Airman Certificate and/or Rating Application. (See figure 16-1.)

A. Temporary Airman Certificate. The ACR shall use the guidance in chapter 5, section 1, paragraphs 47 and 49, as applicable, to prepare FAA Form 8060-4, Temporary Airman Certificate.

B. Certification File. The ACR should use the guidance in chapter 5, section 1, paragraph 43, to complete the certification file. The FAA Form 8710-1 shall clearly indicate that the applicant has been certificated as a graduate of a pilot school with examining authority.

9. INSPECTIONS FOR COMPETENCY. The FSDO may inspect the ACR for competency at any time deemed appropriate. Inspections may consist of an inspector observing the ACR conduct pilot certification functions, or may involve an indepth review of pilot school records to confirm that the records support certification actions already completed by the ACR. If an inspection indicates an apparent deficiency in standards or judgment, the FSDO will initiate educational or remedial action to correct the deficiency.

11. DURATION OF DESIGNATION. An ACR's Certificate of Authority expires 12 calendar-months after the date of issuance. However, the Certificate of Authority is valid only as long as the pilot school certificate on which it is based remains valid and the ACR remains in the employ of that pilot school.

A. Renewal of Designation. The ACR shall apply for renewal at least 60 days prior to the expiration date of the designation. The

ACR may renew the designation by following the same procedures used for initial application. The application must include:

- (1) the ACR's current Certificate of Authority; and
- (2) a record of all certificate and/or rating applications processed since initial issuance or last renewal of the ACR designation. The record must show the name of the applicant, the certificate or rating applied for, the date, and the disposition of the application.
- (3) The ACR shall schedule a personal interview with the inspector renewing the designation to review examiner performance and procedures.

B. Prerequisites for Renewal. The following prerequisites are required for renewal.

- (1) The pilot school certificate, which is the basis for the ACR designation, shall be current and valid. If the certificate is due for renewal, it must be approved for renewal at the time the ACR applies for renewal.
- (2) The FSDO must find that continuation of the ACR designation is justified to provide service to graduates of the pilot school and that renewal of the designation is in the interest of the FAA on the basis of the workload involved.

C. Reinstatement. The FSDO may not accept airman certification files from the holder of an expired ACR designation. However, at the discretion of the supervising FSDO, the ACR may reinstate an expired designation, using the same procedures as for initial application.

13. TERMINATION OR NONRENEWAL. The information and guidance provided in chapter 1, section 4, paragraphs 7 and 9, regarding delegation and recision of an examiner authorization and termination or nonrenewal of a designation, applies to all designations, including ACR designations.

## SECTION 2. PROCEDURES

# 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of FAA certification procedures and the eligibility and experience criteria for designation as an ACR.

B. Coordination. This task will require coordination with an operations inspector.

## 3. REFERENCES, FORMS, AND JOB AIDS.

### A. References.

Parts 61, 141, and 183

Pilot school training course outlines

### B. Forms.

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8430-9, Certificate of Authority

FAA Form 8000-5, Certificate of Designation

### C. Job Aids.

Sample figure

5. PROCEDURES. Accomplish the following steps.

A. Application. Obtain FAA Form 8710-9, Designated Examiner Application/Qualification Record, from the FSDO. Return the completed form to the FSDO.

(1) Complete an oral examination with an inspector.

(2) Complete training on evaluation of airman applications and procedures for processing airman certification files.

B. Process Certification Files. Upon designation as an ACR, evaluate applications for a certificate and/or rating and issue temporary certificates, as appropriate.

(1) Return any application that is denied to the appropriate pilot school authorities for action.

(2) Make a record of all certificates and/or rating applications processed, including those denied.

C. Renewal. Apply for renewal before the expiration date of the ACR's current designation.

(1) Present the examiner's Certificate of Authority and a record of all applications processed since the last renewal to the designating FSDO.

(2) Schedule a personal interview with the inspector renewing the designation to discuss examiner performance and procedures.

7. TASK OUTCOMES. Successful completion of this task results in designation as an ACR and appropriate exercise of the examiner's authority.

9. FUTURE ACTIVITIES.

A. Accomplishment of inspections by the FSDO.

B. Renewal of the ACR designation.

FIGURE 16-1

DESIGNATED EXAMINER'S REPORT SECTION OF FAA FORM 8710-1 COMPLETED  
BY AN ACR

## CHAPTER 17. ACCOMPLISH DESIGNATION/ISSUE CERTIFICATES AS AN AIRMAN CERTIFICATION REPRESENTATIVE EMPLOYED SOLELY BY A FLIGHT INSTRUCTOR REFRESHER COURSE SPONSOR

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to complete the procedures for designation as an ACR employed by the sponsor of an FAA-approved flight instructor refresher clinic (FIRC), and to issue airman certificates in accordance with that authorization. Successful completion of this task results in designation as an ACR and the appropriate exercise of the ACR's authority.

3. GENERAL. Sponsors of FAA-approved FIRC's may request the designation of an ACR authorized to issue flight instructor certificate renewals to eligible course graduates of the approved FIRC.

A. ACR Privileges and Limitations. An ACR is authorized to accept applications for the renewal of a valid flight instructor certificate from FAA-approved FIRC graduates. The ACR may accept applications only from eligible course graduates of the FIRC named on the examiner's Certificate of Authority and Certificate of Designation.

(1) After reviewing the applicant's attendance/training record and eligibility, an ACR is authorized to renew the valid flight instructor certificate of an FIRC graduate who meets the requirements of section 61.197(c).

(2) An ACR is NOT authorized to conduct any knowledge or practical tests in connection with ACR duties.

B. Record of Applications. An ACR shall maintain a record of all certificate renewal applications processed, INCLUDING those not accepted and returned to the applicant.

(1) If the ACR cannot act upon an application for the renewal of a flight instructor certificate, the ACR shall return the application to the applicant and advise the applicant of the reasons for nonacceptance.

(2) The ACR shall maintain the record of all certificate renewal applications processed for at least the preceding 12 months.

5. SELECTION OF ACR'S. Only the holder of an FAA-approved FIRC training course outline (TCO) may sponsor an applicant for ACR designation. FINAL APPROVAL OF THE TCO IS A PREREQUISITE FOR ACR DESIGNATION. The sponsor of an FAA-approved FIRC may request ACR designation for one or more responsible members or employees of that organization by submitting a letter to the jurisdictional FSDO where the applicant's principal business office is located. The FSDO will forward requests for ACR designations through the appropriate regional office to AFS-800 for concurrence.

A. Prerequisites. The sponsor requesting an ACR designation shall provide the following information:

(1) the original date of FAA approval of the sponsor to conduct the FIRC;

(2) the number of programs given in the 12-month period immediately preceding the request for an ACR designation;

(3) the number of attendees issued graduation certificates, the number of graduation certificates denied, and the reasons for the denials; and

(4) the number and location of programs scheduled and the expected number of attendees for the 12-month period immediately following the date of request for designation.

B. Application. An applicant for an ACR designation must submit FAA Form 8710-9, Designated Examiner Application/Qualification Record to the jurisdictional FSDO. The FSDO will review the candidate's qualifications and background in pilot school or related administrative and/or management experience and consider the attitude of the candidate's FIRC sponsor regarding ACR responsibilities.

C. General Eligibility and Experience Requirements. A candidate employed solely by an FIRC sponsor, applying for designation as an ACR must:

- (1) be at least 21 year of age;
- (2) hold at least a commercial pilot certificate;
- (3) hold a flight instructor certificate with at least one aircraft category rating, or hold a ground instructor certificate with an advanced rating;
- (4) have a good record as a pilot in regard to accidents, incidents, and violations;
- (5) have a reputation for integrity and dependability in the industry and the community;
- (6) have been employed as a chief flight instructor, assistant chief flight instructor, or ground instructor of an FAA-approved pilot school, or have held a management or administrative position in a pilot school that is superior to the chief flight instructor designated for each course of training conducted by the school under examining authority, for at least 12 months immediately preceding application for designation as an ACR; and
- (7) have a written recommendation from the FIRC sponsor when the candidate is a person other than the sponsor.

D. Alternative Experience. The holder of a current DPE designation meets all eligibility and experience requirements for designation as an ACR.

E. Exceptions. A recommendation for the designation of an ACR who does not meet all of the applicable eligibility and experience requirements is forwarded to the regional Flight Standards division manager for approval before being sent to AFS-800 for concurrence. The recommendation should include a statement of all special circumstances affecting the designation. The regional Flight Standards division manager's approval and the concurrence of



AFS-800 is required before a Certificate of Authority can be issued.

F. Examination of the Candidate. After determining that the applicant meets the eligibility and experience requirements, an inspector will conduct an oral examination to determine the candidate's knowledge of:

- (1) airman certification requirements; and
- (2) the standards for processing applications submitted by FIRC graduates for renewal of flight instructor certificates.

G. Training. If the inspector deems the candidate's knowledge adequate for effective administration of the designation, the inspector will instruct the candidate on:

- (1) procedures to be used in reviewing flight instructor renewal applications for proper completion; and
- (2) procedures for evaluating the application and the applicant's training attendance record to determine eligibility for renewal under the provisions of section 61.197(c).

H. Designation. The FSDO issues the new ACR a Certificate of Designation, a Certificate of Authority, and an initial supply of official materials appropriate to the authorization.

- (1) An inspector will instruct the ACR on how to correctly complete, check, and forward certification files to the FSDO.
- (2) ACRA certification files may be sent directly to AFS-760.

7. CERTIFICATION OF GRADUATES. When the ACR issues a flight instructor certificate renewal, the examiner shall complete and certify the appropriate information on the reverse side of FAA Form 8710-1, Airman Certificate and/or Rating Application. (See figure 17-1.)

A. Temporary Airman Certificate. The ACR shall use the guidance in chapter 5, section 1, paragraphs 47 and 49, as applicable, to prepare FAA Form 8060-4, Temporary Airman Certificate.

B. Certification File. The ACR should use the guidance in chapter 5, section 1, paragraph 43, to complete the certification file. The examiner shall clearly indicate on the FAA Form 8710-1 that the applicant has been certificated as a graduate of an FAA-approved FIRC.

9. INSPECTIONS FOR COMPETENCY. The FSDO may inspect the ACR for competency at any time deemed appropriate. Inspections may consist of an inspector observing the ACR conduct flight instructor certificate renewals, or may involve an indepth review of the FIRC records to confirm that the records support certification functions already completed by the ACR. If an inspection indicates an apparent deficiency in standards or judgment, the FSDO will initiate educational or remedial action to correct the deficiency.

11. DURATION OF DESIGNATION. An ACR's Certificate of Authority expires 12 calendar-months after the date of issuance. However, the Certificate of Authority is valid only as long as the FIRC approval on which it is based remains valid and the ACR remains in the employ of that FIRC sponsor.

A. Renewal of Designation. The ACR shall apply for renewal at least 60 days prior to the expiration date of the designation. The ACR may renew the designation by following the same procedures used for initial application. The application must include:

(1) the ACR's current Certificate of Authority; and

(2) a record of all flight instructor certificate renewal applications processed since the issuance or last renewal of the ACR designation. The record must show the name of the applicant, the certificate and ratings applied for, the date, and the disposition of the application.

(3) The ACR shall schedule a personal interview with the inspector renewing the designation to review examiner performance and procedures.

(4) ACR's are not required to attend initial or recurrent examiner standardization courses. However, they are encouraged to attend these courses on a voluntary basis. If the ACR elects to attend an examiner standardization course, the ACR is responsible for all travel, per diem, and course costs.

B. Prerequisites for Renewal. The following prerequisites are required for renewal of an ACR designation.

(1) The FAA approval of the FIRC, which is the basis for the ACR designation, shall be current and valid. If the approval is due for renewal, it must be approved for renewal at the time the ACR applies for renewal.

(2) The FSDO must find that continuation of the ACR designation is justified to provide service to graduates of the FIRC and that renewal of the designation is in the interest of the FAA on the basis of the workload involved.

C. Reinstatement. The FSDO may not accept airman certification files from the holder of an expired ACR designation. However, at the discretion of the supervising FSDO, the sponsor of an FIRC may request the reinstatement of an expired ACR designation, using the same procedures as for initial application.

13. TERMINATION OR NONRENEWAL. The information and guidance in chapter 1, section 4, paragraphs 7 and 9, regarding delegation and recision of an examiner authorization and termination or nonrenewal of a designation, applies to all designations, including ACR designations.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of FAA certification procedures and the eligibility and experience criteria for designation as an ACR employed solely by an FAA-approved FIRC.

B. Coordination. This task will require coordination with an operations inspector.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61, 141, and 183

FIRC's FAA-approved TCO

#### B. Forms.

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8430-9, Certificate of Authority

FAA Form 8000-5, Certificate of Designation

#### C. Job Aids.

Sample figure

### 5. PROCEDURES. Accomplish the following.

A. Application. Obtain FAA Form 8710-9, Designated Examiner Application/Qualification Record, from the FSDO. Return the completed form to the FSDO.

(1) Complete an oral examination with an inspector.

(2) Complete training on evaluation of flight instructor certificate renewal applications and procedures for processing airman certification files.

B. Process Certification Files. Evaluate applications for renewal of a valid flight instructor certificate and issue temporary certificates, as appropriate.

(1) Return any application that cannot be acted upon to the applicant. Advise the applicant of the reasons for nonacceptance.

(2) Make a record of all flight instructor renewal applications processed, including those denied.

C. Renewal. Apply for renewal before the expiration date of the examiner's current designation.

(1) Present the ACR's current Certificate of Authority and a record of all applications processed since the last renewal to the designating FSDO.

(2) Schedule a personal interview with the inspector renewing the designation to discuss examiner performance and procedures.

7. TASK OUTCOMES. Successful completion of this task results in designation as an ACR and appropriate exercise of the ACR's authority.

## 9. FUTURE ACTIVITIES.

A. Accomplishment of inspections by the FSDO.

B. Renewal of the ACR designation.

FIGURE 17-1

DESIGNATED EXAMINER'S REPORT SECTION OF FAA FORM 8710-1

COMPLETED BY AN ACR FOR AN FIRC

## CHAPTER 18. ACCOMPLISH DESIGNATION/CONDUCT FUNCTIONS AS A MILITARY COMPETENCY/FOREIGN PILOT EXAMINER

### SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to achieve designation as a DPE with special authorization to issue airman certificates on the basis of military competency and foreign pilot licenses, and to conduct functions associated with that authorization. Successful completion of this task results in designation as an MC/FPE and the appropriate exercise of the examiner's authority.

3. GENERAL. On a limited basis, the FAA designates pilot examiners with special authorization to issue U.S. pilot certificates on the basis of foreign pilot licenses under the provisions of section 61.75 and to issue airman certificates on the basis of military competency in accordance with the provisions of section 61.73. The designation of former FAA operations inspectors to conduct these certification functions expedites service to the public in locations where FSDO's and International Field Offices (IFO) encounter a significant demand for certification services of this type.

A. Designation. When deemed appropriate, the FSDO or an IFO may designate a former operations inspector as an MC/FPE in accordance with the following criteria.

(1) The FSDO or IFO will adequately train each MC/FPE designated in the FSDO or IFO's jurisdiction and record the training given to that designee.

(2) The FSDO or IFO will review and check all airman certification files submitted by the MC/FPE for accuracy before the files are forwarded to AFS-760.

(3) The FSDO or IFO will inspect the MC/FPE in accordance with the guidelines established for DPE's.

(4) The regional Flight Standards division having jurisdiction over the FSDO or IFO which maintains MC/FPE designations will

ensure that a current list of DPE's holding this special authorization is forwarded to AFS-760.

B. Application. A former FAA operations inspector may apply for an MC/FPE designation by completing an FAA Form 8710-9 and returning the form to the jurisdictional FSDO or IFO. A predesignation knowledge test is not required. The applicant is not required to hold a medical certificate.

C. Initial/Recurrent Standardization Training. Because the jurisdictional FSDO or IFO trains the MC/FPE and the designee performs purely administrative functions, the training conducted by the FSDO or IFO fulfills all standardization requirements for the examiner. MC/FPE's are not required to attend the initial or recurrent pilot examiner standardization training courses.

(1) This exemption from examiner standardization training requirements applies only to the MC/FPE designation.

(2) An MC/FPE who also holds other pilot examiner designations must meet all pilot examiner standardization requirements in accordance with chapters 2 and 3.

D. Authorization. An MC/FPE issues private and commercial pilot certificates on the basis of military competency and/or foreign pilot licenses under the provisions of sections 61.73 and 61.75, as applicable.

(1) The MC/FPE reviews applicant records, verifies knowledge test reports for the Military Competence and/or Foreign Pilot Instrument tests, and issues temporary certificates, as specifically authorized by the designating FSDO or IFO.

(2) The MC/FPE may issue and/or upgrade pilot certificates bearing type ratings based on military competence.

E. Limitations. The holder of an MC/FPE designation does not conduct certification practical tests.

(1) The MC/FPE's authorization is limited to the designating FSDO or IFO's geographical area of responsibility.



(2) The MC/FPE shall maintain a record of all certification functions conducted for at least the previous 12 calendar-months. The record shall include the name of the applicant, the date, the certificate applied for, and the action taken on the application.

F. Renewal. An MC/FPE designation may be renewed annually if the FSDO or IFO finds that continuation of the designation is justified to meet the need for service at that location and is in the FAA's interest. The examiner applies for renewal by submitting FAA Form 8710-9 to the FSDO or IFO at least 60 days before the expiration date of the current designation. A list of the examiner's certification activities for the previous 12 calendar-months should accompany the application.

5. TERMINATION OR NONRENEWAL. The information and guidance provided in chapter 1, section 4, paragraphs 7 and 9, regarding delegation and recision of an examiner authorization and termination or nonrenewal of a designation, applies to MC/FPE designations.

7. ISSUANCE OF U.S. CERTIFICATES BASED ON FOREIGN PILOT LICENSES. The MC/FPE shall comply with the guidance in chapter 5, section 1, paragraph 53, regarding the issuance of U.S. airman certificates issued on the basis of a foreign pilot license.

9. PILOT CERTIFICATES ISSUED ON THE BASIS OF MILITARY COMPETENCE. A private or commercial pilot certificate may be issued to an applicant who meets the requirements of section 61.73. Aircraft category, class, type, and instrument ratings may be originally issued or added to a certificate based on military competency if the applicant meets the appropriate requirements of sections 61.73(d), (e), and (f).

A. Documents Required. The applicant must present the evidentiary documents required by section 61.73(g).

B. Knowledge Test. An applicant for the original issuance of a private or commercial pilot certificate on the basis of military competence must satisfactorily complete the military competence test for airplane or helicopter, as appropriate. A knowledge test is not required to add a rating on the basis of military competence to an existing pilot certificate. However, an applicant holding a

pilot certificate NOT issued on the basis of military competence for a nonpowered aircraft who wishes to have a rating for a powered aircraft added to that certificate ON THE BASIS OF MILITARY COMPETENCE, must satisfactorily complete the military competence test.

C. Limitations. An MC/FPE shall use the guidance in chapter 5 to determine the limitations, if any, to place on temporary airman certificates issued.

D. Military Pilots of the Armed Forces of an ICAO Member State. A private or commercial pilot certificate may be issued to a rated military pilot of the armed forces of an ICAO member state if the applicant meets the requirements of section 61.73(b)(2). If an applicant does not meet these requirements, the applicant may be able to meet the requirements for a certificate issued on the basis of a foreign pilot license.

E. Applicants Not Meeting the Requirements. An applicant who does not meet the requirements of section 61.73, must meet the requirements of part 61, subparts D or E, as applicable, and take the appropriate knowledge and practical tests.

11. COMPLIANCE WITH OTHER PROVISIONS. In addition to complying with the guidance in this chapter, an MC/FPE shall comply with the applicable provisions and procedures contained in chapters 1 through 15, as appropriate to the certification function conducted.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61 and FAA certification policies and procedures. It also requires technical qualification as a former FAA operations inspector and completion of the training provided by the FSDO or IFO for an MC/FPE designation.

B. Coordination. This task will require coordination with an operations inspector.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

Parts 61 and 183

#### B. Forms.

FAA Form 8710-9, Designated Examiner Application/Qualification Record

FAA Form 8710-1, Airman Certificate and/or Rating Application

FAA Form 8430-9, Certificate of Authority

FAA Form 8000-5, Certificate of Designation

FAA Form 8060-4, Temporary Airman Certificate

FAA Form 8060-5, Notice of Disapproval of Application

#### C. Job Aids.

None

5. PROCEDURES. Accomplish the following steps, as applicable, for initial designation, renewal of designation, and to conduct certification functions.

A. Obtain and Complete Form. Obtain FAA Form 8710-9, Designated Examiner Application/Qualification Record, from the FSDO or IFO. Complete the form and return it to the FSDO or IFO.

B. Accomplish Training. Schedule an appointment with an operations inspector at the FSDO or IFO to accomplish training in the FAA policies and certification procedures outlined in this handbook.

C. Initial Designation. Upon satisfactory completion of training, the FSDO or IFO issues the candidate all appropriate materials, a Certificate of Designation, and a Certificate of Authority.

D. Conduct Certification Functions. Using the procedures in chapter 5, as applicable, verify applicants' identification, review applications and airman records, verify knowledge test scores, and issue temporary certificates, as authorized by the examiner's Certificate of Authority.

E. Renew a Current Designation. Not less than 60 days before the expiration of the examiner's current certificate, provide the designating FSDO or IFO with a current, completed FAA Form 8710-9 and a list of the examiner's certification activities for the previous 12 months.

7. TASK OUTCOMES. The successful completion of this task results in the candidate's designation as an MC/FPE and subsequent exercise of the authorization.

9. FUTURE ACTIVITIES. Future activities of the examiner may include the following items.

A. Recordkeeping for all applications processed.

B. Accomplishment of inspections scheduled by the FSDO or IFO.

C. Application for renewal of designation.